CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • JUNE 16, 2025

Regular Session **COUNCIL CHAMBERS** **7:00 PM**
101 E Washington Street, Charles Town, WV 25414

CALL TO ORDER

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

: **2025-645:** City Council Meeting Minutes - June 2, 2025
City Council Meeting Minutes - June 2, 2025.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

: **2025-652:** Finance Committee Report - June 11, 2025
FinanceCommitteeReport_11June2025.pdf
GF May Financials.pdf
May 2025 Capital Financials.pdf
P&R May 2025 Financials.pdf
5-31-25 Bank and Investment Account Balance.pdf

7. CITY MANAGER REPORT

: **2025-651:** City Manager Report - June 16, 2025
City Manager Report - June 16, 2025.pdf

: **2025-648:** Charles Town African American Cemetary Update

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2025-646:** Charles Town Parks and Recreation Commission Discussion

: **2025-647:** Capital Improvement Plan (CIP) Discussion

: **2025-649:** Real Estate Redevelopment - Possible Executive Session

: **2025-650:** B&O Status APUS - Possible Executive Session

10. NEW BUSINESS

: **2025-616:** BR2025-01: Norborne-Glebe Phase 14B Performance Bond Release
1. Staff Report.pdf
2. Application.pdf
3. As-Built.pdf
4. KH Review.pdf

: **2025-612:** ANX2025-01: First Reading of an Annexation Request for 54 Federal Way
1. Staff Report.pdf
2. Application.pdf
3. Petition - Quijadas.pdf
4. Petition- Romero.pdf

: **2025-613:** Nominations for the Appointment of the Jefferson County Representative to the Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Board.

: **2025-657:** FY2026 Capital Budget Approval
FY2026 Capital Budget.pdf

: **2025-658:** A Resolution for Intent to Apply for Funding Through the Federal Emergency Management Agency Hazard Mitigation Grant Program 5% Initiative to Assist with GIS Mapping of Underground Utility Infrastructure
Resolution FEMA Stormwater grant.pdf

: **2025-659:** First Reading and Consideration of Amendments to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative Code, Chapter 5 Administrative, Article 136 Rental Dwelling Units
Rental Dwelling.pdf
Rental Dwelling Clean.pdf

: **2025-660:** First Reading and Consideration of Amendments to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 17 Building and Housing Code, Chapter 3 Local Provisions, Article 1742 Certificate of Continuing Occupancy
Article 1742 Zoning Inspection Clean.pdf

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2025-653:** Handicap Parking Request for N. Samuel Street - Refer to Infrastructure Committee

: **2025-656:** Relocation of Handicapped Space on the 100 Block of Washington Street - Refer to Infrastructure Committee

12. APPROVAL OF BILLS

: **2025-655:** Payment of Bills - June 16, 2025
GEN FUND COUNCIL REPORT 2025-06-16.pdf
PARKS N REC COUNCIL REPORT 2025-06-16.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, City Council Workshop, July 7, 2025, at 6:00PM and Regular Meeting, July 7, 2025, at 7:00PM

: **2025-654:** Mayor and City Council's Oath of Office
Mayor Micheal George Oath - March 30, 2025.pdf

Andie Sugrue Oath - June 2, 2025.pdf
Nate Hartman Oath - June 2, 2025.pdf
Jeff Hynes Oath - June 2, 2025.pdf
Elizabeth Ricketts Oath - June 2, 2025.pdf

15. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas-and-minutes/

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/16/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-645: City Council Meeting Minutes - June 2, 2025

ATTACHMENTS:

- City Council Meeting Minutes - June 2, 2025.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • June 2, 2025

Regular Meeting **Council Chambers** **7:00 PM**

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Micheal George	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Nate Hartman	Councilmember	Present	
Andie Sugrue	Councilmember	Present	

Mr. John Nissel, City Manager; Ms. Stephanie Grove, City Attorney; Ms. Alissa Meeks, Community Development Director; Ms. Cindy Rezmer, Operations Director; Ms. Lori Nice, Finance Director; Mr. James Newman, City Planner; Ms. Liz Cook, Business Development/Downtown Coordinator; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. CITY COUNCIL OATH OF OFFICE

2025-596: Oath of Office - New Council Members

Mayor George administered the council oath of office to Elizabeth Ricketts, Jeff Hynes, Nate Hartman, and Andie Sugrue.

2025-601: Appointment of Mayor Pro Tem

Mr. Kratovil nominated Ms. Ricketts for Mayor Pro Tem.

Mr. Hartman nominated Mr. Hynes for Mayor Pro Tem.

The Council voted as follows:

Ms. Ricketts - Mr. Kratovil, Ms. Ricketts, and Ms. Sugrue

Mr. Hynes - Mr. Hynes, Mr. Tester, Mr. Hartman, and Mr. George

Mr. Hynes, receiving the majority of votes (4-3) was declared Mayor Pro Tem.

3. APPROVAL OF MINUTES

2025-603: City Council Meeting Minutes - May 30, 2025

The following change was made to the May 30, 2025, Special Council Meeting minutes:

In the attendance box change Mr. Tester's status from "**Present**" to "**Absent**".

4. PUBLIC COMMENT

Ms. Baion expressed her disappointment in the timeline for the pool renovation.

5. WARD REPORTS

Ward #1

Mr. Kratovil had nothing to report.

Ms. Ricketts reported she marched in the Pride Parade in Shepherdstown and wished everyone a happy Pride Month.

Ward #2

Mr. Hynes had nothing to report.

Mr. Tester had nothing to report.

Ward #3

Mr. Hartman thanked the community for placing their trust in him and looks forward to beginning his service as a councilmember.

Ward #4

Ms. Sugrue reported the next "Walks About Nothing" will take place on Wednesday, June 4, 2025, at 6:00PM.

6. MAYOR'S REPORT

Mayor George thanked Shepherdstown for inviting him to walk in the pride parade and the Jefferson County Commission for inviting him, and the other newly elected councilmembers, to a "meet and greet." He also reported that the Charles Town Library would like to hold a check presentation for the grant money they received from the city. The Council agreed to hold the presentation on Wednesday, June 4, 2025, at 5:45PM.

7. COMMITTEE REPORTS

2025-597: Ordinance Committee - May 20, 2025

Mr. Tester reviewed the Ordinance Committee Report with Council.

8. CITY MANAGER REPORT

2025-617: City Manager's Report - June 2, 2025

Mr. Nissel reviewed the City Manager's Report with Council.

Ms. Meeks presented an update on the meeting she attended with the West Virginia Department of Highways (WVDOH) and Ms. Cook reported that the Private Outdoor Designated Area (PODA) will become official on Wednesday, June 3, 2025.

2025-592: Schedule of Appointment for Ward 3 and Ward 4 Vacancies

The timeline for filling the Ward 3 and Ward 4 vacancies was reviewed.

9. POLICE CHIEF REPORT

Chief Kutcher reported that the department is working on developing a community officer program and the position for the police social worker has been advertised by The Martinsburg Initiative.

10. UNFINISHED BUSINESS

2025-591: Memorandum of Understanding (MOU) with The Martinsburg Initiative-Police Social Worker Program Funding Source

Mr. Hynes moved to fund the Memorandum of Understanding (MOU) with The Martinsburg Initiative Police Social Worker Program with the opioid funds the city has received. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Kevin Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue

2025-593: Walkability Improvement Plan - Joan and Joe Coffee

Mr. Hynes moved to remove this agenda item from the Table. Mr. Tester seconded the motion, and there were no objections.

Mr. Newman reported that all sidewalk improvement grant funds for FY2025 have been allocated, and he had informed Joan and Joe Coffee of this update. Starting July 1, 2025, applications may be submitted for FY2026 grant funds.

No action was taken on this agenda item.

2025-604: Real Estate Redevelopment - Possible Executive Session

Mr. Tester moved to enter into Executive Session. Mr. Hynes seconded the motion, and Mayor George declared the council in Executive Session.

Mayor George declared the council out of Executive Session.

No council action was taken after the Executive Session on this agenda item.

2025-605: B&O Status APUS - Possible Executive Session

This agenda item was discussed in the agenda item 2025-604 Executive Session.

Ms. Sugrue recused herself from this discussion due to possible conflict of interest.

No council action was taken on this agenda item after the Executive Session.

11. NEW BUSINESS

2025-594: Council Committee and Board Appointments

Mayor George asked if there were any objections to Councilmember Hartman and Tester's request to be appointed to the Finance Committee. There were no objections.

Mayor George asked if there were any objections to Councilmember Sugrue being appointed to the Infrastructure Committee. There were no objections.

Mayor George announced that he would remain on the Personnel Committee until the new city manager was hired.

Mayor George asked if there were any objections to Councilmember Hartman being appointed to the Ordinance Committee. There were no objections. Ms. Sugrue announced she would stay on until the new council appointments were made.

Mayor George asked if there were any objections to Councilmember Kratovil and Rickett's staying on the Board of Parks and Recreation Commission. There were none. Councilmember Hartman will send a resignation letter to the city manager and his open seat will be posted.

The members of the Charles Town Standing Committees are as follows:

Finance: Jeff Hynes, Nate Hartman, Kevin Tester

Infrastructure: Elizabeth Ricketts, Jim Kratovil, Andie Sugrue

Personnel: Micheal George, Jeff Hynes, Kevin Tester, Andie Sugrue

Ordinance: Kevin Tester, Nate Hartman, Andie Sugrue

2025-595: Finance Committee Appointment and Check Signature Authorization

Mayor George moved that Kevin Tester, Nate Harman, and Assistant City Manager Alissa Meeks be appointed with Finance Committee check signature authorization and Bob Trainor, Julie Philabaum, and John Nissel, be removed. Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Micheal George
SECONDER:	Jeff Hynes
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue

2025-598: Appointment of Interim City Manager - Salary Compensation

Mr. Hynes moved to appoint Assistant City Manager Alissa Meeks as Interim City Manager effective June 14, 2025, with a $3,200 per month stipend in addition to her standard salary and benefits and a pro-rated stipend of $1,600 to be issued for her service from June 15, 2025, to June 30, 2025. The stipend will remain in effect for two months beyond the start date of the incoming City Manager, or as otherwise agreed, and the funding will come from the budgeted salary lapse of the City Manager. Ms. Sugrue seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Andie Sugrue
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue

2025-599: Appointment of Interim Charles Town Utility Board of Directors Chair

Mr. Kratovil moved to appoint Mayor George as Interim Charles Town Utility Board Director Chair with an effective date of June 14, 2025. Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Jeff Hynes
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue

2025-600: FY2025 General Fund Revision #6

Mr. Hynes moved to approve the FY2025 General Fund Revision #6. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Kevin Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue

12. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

13. APPROVAL OF BILLS

2025-608: Payment of Bills - June 2, 2025

Mr. Kratovil moved to pay the bills. Ms. Sugrue seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Andie Sugrue
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Sugrue

14. ADJOURNMENT

Mayor George asked if there was any other business to come before the council. Hearing none, he adjourned the meeting.

15. INFORMATION ONLY - NEXT MEETING, City Council Workshop, June 16, 2025, at 6:00PM and City Council Regular Meeting June 16, 2025, at 7:00PM

2025-606: Charles Town Police Department April Statistic Report

2025-607: Charles Town Utility Board (CTUB) Meeting Minutes - April 9, 2025, April 23, 2025, and May 14, 2025

2025-609: Eastern Panhandle Transit Authority Letter

2025-610: Independent Fire Company No. 1, Inc. Letter

2025-611: Old Charles Town Library, Inc. Letter

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/16/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-652: Finance Committee Report - June 11, 2025

ATTACHMENTS:

- FinanceCommitteeReport_11June2025.pdf
- GF May Financials.pdf
- May 2025 Capital Financials.pdf
- P&R May 2025 Financials.pdf
- 5-31-25 Bank and Investment Account Balance.pdf

City of Charles Town Finance Committee Report
11 June 2025 Meeting

Drafted by: Jeff Hynes - Chairman

Call to Order 122:30PM

1. **Persons present:** Finance Committee Members: Councilman Kevin Tester, Councilman Nate Hartman, Councilman Jeff Hynes; and City Manager John Nissel, Financial Director Lori Nice and Accounting Clerk Briana Ballou.

2. Unfinished Business

2025-633: HdL Update

Staff provided the Committee with an updated status on HdL's activities.

Recommendations to the City Council: None, information only

2025-634: License Fee Waiver Request - Possible Executive Session

This agenda item was addressed in Executive Session with agenda items 2025-637 and 2025-638 (New Business) and 2025-635 (Unfinished Business)

2025-635: B&O Waiver Requests - Possible Executive Session

This agenda item was addressed in Executive Session with agenda items 2025-637 and 2025-638 (New Business) and 2025-634 (Unfinished Business)

3. New Business

2025-636: Nomination and Appointment of Chairman

Councilman Kevin Tester nominated Councilman Jeff Hynes, there were no other nominations. Councilmen Hartman, Hynes, and Tester all voted 'Aye.'

2025-637: License Fee Waiver Request – Possible Executive Session

This agenda item was addressed in Executive Session with agenda items 2025-634 and 2025-635 (Unfinished Business) and 2025-638 (New Business)

2025-500: B&O Waiver Requests - Possible Executive Session

The Committee entered Executive Session to address this agenda item as well as agenda items 2025-634, 2025-635 (Unfinished Business) and 2025-637 (New Business).
After Executive Session, Councilman Hartman moved the following:

Vendor Account Numbers	Committee Action	Remarks
1040	**Approve All But $50** B&O and License Fee	$50 B&O/$50 License Fee
8292	**Approve All But $50** License Fee **Denied** B&O Waiver Request	
7912, 8069, 2598	**Approve** License Fee Waiver Request	

Councilman Tester seconded the motion and it passed by unanimous vote – 3 to 0.

Vendor Account Numbers	Committee Action	Remarks
8238	The Committee took no action on this request --- require additional information	

Recommendations to the City Council: None, information only

4. Finance Director Report

2025-639: May 2025 General Fund Budget Update

Director Nice reviewed the most recent budget numbers and reports that, as of May 2025 we have a surplus of roughly $1.9M. As June tends to have less revenue receivables, it is anticipated the City will finish the year with around a $1.5M+ surplus.

Recommendations to the City Council: None, information only

2025-640: May 2025 Capital Fund Budget Update

Capital Budget/Capital Improvement Plan discussion on 6/16/2025 Council Agenda

Recommendations to the City Council: None, information only

2025-641: May 2025 P&R Budget Update

Recommendations to the City Council: None, information only

2025-642: May 2025 Account Balance Update

Recommendations to the City Council: None, information only

2025-643: Business License Renewals Late Fee Discussion

Committee received an update on businesses experiencing delays with the Jefferson County Health Dept. Issuing permits. Business License applicants will receive conditional business licenses to operate and will provide the City with their required Health Dept. Permit once available.

Recommendations to the City Council: None, information only

5. Chairman's Report

6. The meeting was adjourned ooa 2:40PM

7. Next Scheduled Finance Committee meeting July 8, 2025 10:00AM.

the city of Charles Town, WV

General Fund May 2025 Budget to Actual

	REVENUES	Current Budget	May 2025	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations
	30005 Unassigned Fund Balance (Carryover)	4,724,453		4,724,453	(0)	100%	$500K reserve for revenue/expense FY24 + $659,452 remaining Revenue/Loss balance
	30101 Taxes - Ad Valorem	1,688,544	25,819	1,710,619	(22,075)	101%	
	30106 Supplemental Taxes	36,000	3,566	47,698	(11,698)	132%	Property taxes owed from previous years, but paid in the current fiscal year.
	30200 Interest as Penalty	10,000	883	13,252	(3,252)	133%	
	30300 Gas & Oil Severence Tax	33,000		24,053	8,947	73%	5% severance tax on gross receipts at the well head of oil and natural gas. $66K appears to be for 2 years. Confirm when payments are received.
	30400 Utility Tax (2%)	200,000	41,221	331,094	(131,094)	166%	
	30500 Business & Occupation (B&O) Tax	1,995,000	25,081	2,110,760	(115,760)	106%	$459K actuals in FY24 thru 2/29/2024. Collections should continue through August 31 then be accrued to FY24, resulting in another revision to carry over balance.
	30600 Liquor Tax	25,000		21,748	3,252	87%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.
	30700 Animal Control Tax	1,800	11	1,712	88	95%	
	30800 Hotel/Motel Tax	200,000	13,083	160,385	39,615	80%	4 traditional hotels (Turf Motel, Days Inn, TravelLodge, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, AirBnB, Hotel Tonight, Evolve Vacation Rental Network)
	32000 Court Costs, Fees & Charges	260,000	23,576	249,469	10,531	96%	
	3100 Parking Violation Revenue	40,000	4,990	39,461	539	99%	Revised based on new program details and current year performance.
	32500 Business License Revenue	30,000	6,404	131,850	(101,850)	440%	
	32600 Building Permit Fees	550,000	137,586	783,362	(233,362)	142%	Building activity increasing/expected to remain strong through FY2025 with new development projects on the horizon and increases in permit fee structure.
	32800 Franchise Tax	75,000	15,876	63,022	11,978	84%	Two Cable Franchisees; working with Shentel/GloFiber on franchisee compliance
	32900 Rental Registration Fees	-	20	40	(40)		
	33000 International Registration Plan (IRP) Fees	70,000	5,456	68,668	1,332	98%	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions.
	33900 Emergency Service Fee	1,700		1,896	(196)	112%	Revenue from utility bills for EMS (5 cents)
	34000 Parks & Rec Fee	1,700		1,896	(196)	112%	Revenue from utility bills for parks and recreation (5 cents)
	34200 Parking Meter Revenues	44,000	58	47,539	(3,539)	108%	Revenue from parking meters and parking permits including ParkMobile app.
	34500 Rents & Concessions	60,000	5,487	88,267	(28,267)	147%	CTUB rental of 661 space ($30k total); CW Hall Revenue is recorded as Due to Building Commission/CWH Landlord, so revising down to reflect true flow of revenues
	35300 Zoning Fee	17,000	798	62,253	(45,253)	366%	Zoning applications
	35500 Street Improvement Fee	195,000	14,186	176,081	18,919	90%	Revenue from utility bills for street improvements ($4 per month); pending fee decision from Council
	36504 Federal Government Grants	41,667		-	41,667	0%	DOJ/COPS grant for additional police officer. $125,000 across 3 years.
	36600 State Government Grants	-		2,970	(2,970)		
	36700 Other Grants	7,400		5,299	2,101	72%	
	36801 Contributions from Other Entities	15,000	15,000	15,000	-	100%	
	36900 Contributions from Other Funds - Sales Tax (1,050,000) & OPIOID (75,000)	1,125,000		1,000,000	125,000	89%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets).
	37600 Gaming Income	250,000	20,296	216,589	33,411	87%	Gaming receipts average $19K to $23K per month in the 2nd Quarter 2024.
	37900 Gain/Loss - Sale of Fixed Assets	-		-	-		
	38007 Interest Income (Operating Acct)	35,000	420	16,917	18,083	48%	
	38100 Reimbursements	110,000	10,079	175,568	(65,568)	160%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.
	38200 Refunds - Overpayments	400	68	13,113	(12,713)	3278%	
	38600 Insurance Claims	-		4,866	(4,866)		
	39200 Property Rehabilitation	-		100	(100)		
	38700 Filing Fees	325		675	(350)	208%	Filing Fees Revenue - Election in FY25. $50.00 per person.

	39700 Video Lottery	675,000	70,683	693,789	(18,789)	103%	Video lottery receipts average $13.4K to $22.2K per week.
	39900 Misc Revenue	10,000	1,054	8,529	1,471	85%	Yard waste stickers and fingerprints
	39902 Special Events - WV Fest	4,000	12,485	16,095	(12,095)	402%	
	39903 Special Events - General	900	50	1,225	(325)	136%	Special activities fees
	39904 Special Events - CW Hall	8,500	200	6,050	2,450	71%	
	39907 Special Events - Car Show	7,000		10,240	(3,240)	146%	Car show registration and sponsors.
	Total Revenues	**12,548,389**	**454,435**	**13,046,603**	**(498,215)**	**104%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Economic Development - 402	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	72,455	5,658	66,987	5,468	92%	Salary $68,844 plus 2.5% merit and holiday supplement.
04 FICA	5,554	433	5,125	430	92%	FICA @ 7.65%
05 Group Insurance	9,800	673	7,950	1,850	81%	Includes 14% premium increase projected by PEIA. $7,294 (Health Insurance), $540.48 (Life Insurance), Dental Ins ($266.16), Vision Ins ($111.00), EAP Premiums ($15.84)
06 Retirement	7,368	509	6,060	1,308	82%	PERS II Employer Contribution 9%
09 OPEB	2,108	142	1,533	575	73%	Deferred Compensation Employer Contribution 3%
11 Telephone	750	32	302	448	40%	Cell phone
14 Travel	3,200		1,131	2,069	35%	2 National Conferences; airfare, lodging, per-diem
20 Advertising/Legal Publications	-		-	-		
21 Training & Education	-		-	-		$2,500 rolled under City Manager's office.
22 Dues & Subscriptions	3,000		2,343	657	78%	IEDC Membership, Survey Subscription, Adobe subscription
23 Professional Services	3,000		2,960	40	99%	Engineering Services
26 Insurance and Bonds	5,000		4,093	907	82%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
30 Contracted Services	-		0	(0)		
41 Departmental Supplies	3,000	1,164	2,310	690	77%	Promotional items for events and City marketing and other departmental supplies.
43 Auto Supplies	-		-	-		
Total Economic Development	**115,234**	**8,611**	**100,793**	**14,441**	**87%**	
Federal Grants - 403	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
Professional Services	-		-	-		
Departmental Supplies	-		-	-		
Total Federal Grants	**-**	**-**	**-**	**-**		
Mayor's Office - 409	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
01 Salary	12,500	1,042	11,459	1,041	92%	Mayor's Salary
04 FICA Tax Expense	1,000	80	877	123	88%	
11 Telephone	-		-	-		
14 Travel Expense	2,000		-	2,000	0%	WV Municipal League
20 Advertising/Legal Publication	-		-	-		
21 Training & Education	1,000		-	1,000	0%	
26 Insurance & Bonds	1,000	190	1,066	(66)	107%	
41 Departmental Supplies	500		36	464	7%	$453.00 - Ceremonial Keys to the City and Coins
68 Community Contributions	2,000		696	1,305	35%	
Total Mayor's Office	**20,000**	**1,312**	**14,133**	**5,867**	**71%**	
Council - 410	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
01 Salaries	40,000	2,917	35,626	4,374	89%	Eight Council Members at $5,000 annual salary
04 FICA Tax Expense	3,100	223	2,725	375	88%	
14 Travel Expense	4,800		-	4,800	0%	Conferences
20 Advertising	-		-	-		
21 Training & Education	3,200		1,849	1,351	58%	Conference Registration ($450 per registration)
26 Insurance & Bonds	3,200	607	3,411	(211)	107%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
41 Departmental Supplies	700		136	564	19%	
Total Council	**55,000**	**3,747**	**43,747**	**11,253**	**80%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	City Manager - 412	Current Budget	May 2025	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations
	03 Salaries	185,525	13,813	166,700	18,825	90%	City Manager Salary ($120,000) + 2.5% Merit ($1,545) + Holiday Supplement ($500) Deputy City Clerk Salary (from $52,674 to $54,000) + 2.5% Merit ($695.25) + Holiday Supplement ($500) City Manager requesting promotion and salary increase for from Deputy City Clerk to City Clerk. Finance Committee approved dollar amount.
	04 FICA Tax Expense	14,945	1,057	12,861	2,084	86%	FICA Tax @ 7.65%
	05 Group Insurance	2,250	173	1,920	330	85%	Health, Dental, Vision, Life insurance, EAP
	06 Retirement	16,365	1,243	14,397	1,968	88%	9% Employer Contribution PERS I and II
	08 Overtime	3,000		1,412	1,588	47%	
	09 OPEB	5,900	414	4,453	1,447	75%	3% Employer Contribution Deferred Compensation plan
	11 Telephone	520	42	403	117	77%	Mobile phone service
	14 Travel Expense	1,500		-	1,500	0%	WVML Trip, City Clerk Election Training
	20 Advertising	-		-	-		
	21 Training & Education	19,500		7,677	11,823	39%	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500
	22 Dues & Subscriptions	1,000		-	1,000	0%	Adobe subscriptions. ICMA and WVML Fees.
	23 Professional Services	50,000		12,500	37,500	25%	Background checks for City Manager candidates. Not required this year.
	26 Insurance & Bonds	15,000		13,670	1,330	91%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
	41 Departmental Supplies	750		228	522	30%	Misc. Office Supplies
	43 Auto Supplies (Gas & Oil)	-		-	-		Gas is covered under travel expenses.
	Total City Manager	**316,255**	**16,742**	**236,220**	**80,035**	**75%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Treasurer - 413	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	235,000	19,105	212,588	22,412	90%	Director of Finance ($100,000), Accounting Clerk III ($44,762), Accounting Clerk II 0.5 FTE ($40,685), Accounting Clerk I ($37,500) plus 2.5% merit, holiday supplement, and overtime.
	04 FICA Tax Expense	19,000	1,462	16,476	2,524	87%	FICA Tax @ 7.65%
	05 Group Insurance	39,000	1,488	24,937	14,063	64%	Health, Dental, Vision, Life insurance, EAP
	06 Retirement	21,150	1,719	18,318	2,832	87%	9% Employer Contribution PERS I and II
	08 Overtime	4,000		2,781	1,219	70%	
	09 OPEB	7,050	545	5,603	1,447	79%	3% Employer Contribution Deferred Compensation plan
	11 Telephone	500		178	322	36%	Director of Finance Cell Phone
	12 Printing	-		-	-		
	14 Travel Expense	2,550		745	1,805	29%	Director & Acct. Clerk III - WV Government Finance Officers Association Training
	18 Postage	-		-	-		Transfer cost to City Hall and Pitney Bowes machine.
	20 Advertising/Legal Pubs	2,000		1,466	534	73%	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.
	21 Training & Education	-		-	-		$4,000 Rolled into City Manager's budget
	22 Dues & Subscriptions	800		-	800	0%	Adobe subscription for Director & Accounting Clerk III
	23 Professional Services	3,100	75	3,064	36	99%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)
	24 Audit Costs	42,000		17,400	24,600	41%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit
	26 Insurance & Bonds	15,350		15,305	45	100%	General Liability, Worker's Compensation, Umbrella
	30 Contracted Services	24,500		16,783	7,717	69%	Tyler Technologies - Incode Annual License Fee - $20,000 Business License Software Maintenance (Progressive Solutions) - $5,000
	30 B&O Collectrions - Contracted Services	132,500	184	104,456	28,044	79%	
	38 Refunds	160,000	865	150,310	9,690	94%	
	41 Departmental Supplies	4,500	20	3,698	802	82%	Paper folder machine ($500)
	59 Capital Outlay	-		-	-		
	Total Treasurer	**713,000**	**25,464**	**594,107**	**118,893**	**83%**	
	Court Clerk - 415	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	63,907	4,849	58,656	5,251	92%	Court Clerk Salary: $59,996 plus 2.5% merit, and holiday supplement
	04 FICA	5,215	371	4,531	684	87%	FICA Tax @ 7.65%
	05 Group Insurance	18,529	1,357	15,933	2,596	86%	Health, Dental, Vision, Life insurance, EAP + 14% premium increase
	06 Retirement	5,720	436	5,059	661	88%	9% Employer Contribution PERS I and II
	08 Overtime	900		570	330	63%	
	09 OPEB	1,860	126	1,416	444	76%	3% Employer Contribution Deferred Compensation plan
	14 Travel	400		380	20	95%	Court Clerk training and Election training
	18 Postage	100		35	65	35%	
	20 Advertising/Legal Publications	-		-	-		
	21 Training & Education	-		-	-		$500 transferred to City Manager's budget. WVML training and Election training.
	22 Dues & Subscriptions	-		-	-		
	23 Professional Services	-		-	-		
	24 Audit Costs	-		-	-		
	26 Insurance & Bonds	4,200		4,175	25	99%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella
	30 Contracted Services	25		25	-	100%	Flu shot
	38 Refunds	1,200	12	845	355	70%	
	41 Departmental Supplies	1,100		927	173	84%	Ink cartridges, paper stock
	Total Court Clerk	**103,156**	**7,151**	**92,551**	**10,605**	**90%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Police Judges - 416	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	32,000	800	22,574	9,426	71%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; and extra $2k for special judge.
	04 FICA	2,400	61	1,727	673	72%	
	14 Travel	500		240	260	48%	WV State mandated annual training for magistrates & judges
	21 Training & Education	1,000		-	1,000	0%	WV State mandated annual training for magistrates & judges
	22 Dues and Subscriptions	100		-	100	0%	
	23 Professional Services	1,000		-	1,000	0%	
	26 Insurance & Bonds	2,500		2,243	257	90%	
	41 Departmental Supplies	-		-	-		
	Total Police Judges	**39,500**	**861**	**26,784**	**12,716**	**68%**	
	City Attorney - 417	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	135,000	11,827	117,514	17,486	87%	
	04 FICA	12,000	905	8,990	3,010	75%	
	05 Group Insurance	13,000	127	1,278	11,722	10%	
	06 Retirement	13,500	1,064	9,649	3,851	71%	
	09 OPEB	4,500	355	3,332	1,168	74%	
	11 Telephone	2,000	18	158	1,842	8%	
	14 Travel	1,000		-	1,000	0%	
	20 Advertising/Legal Publications	1,000		-	1,000	0%	
	21 Training & Education	-		-	-		
	22 Dues & Subscriptions	1,600		-	1,600	0%	
	23 Professional Services	40,000		23,531	16,469	59%	Cost for outside legal council.
	26 Insurance and Bonds	4,900		902	3,998	18%	
	41 Departmental Supplies	500		226	274	45%	
	Total Attorney	**229,000**	**14,296**	**165,580**	**63,420**	**72%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Enforcement Agency - 425	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	57,700	4,312	52,003	5,697	90%	Code Enforcement Officer: $54,322.83 plus 2.5% merit and holiday supplement.
04 FICA	4,419	330	3,978	441	90%	FICA @ 7.65% of Salary
05 Group Insurance	8,640	650	7,433	1,207	86%	Includes 14% premium increase projected by PEIA. Current expenses include: Life Ins. ($545 per mo), Dental ($266 per mo), and Vision ($111 per mo).
06 Retirement	5,090	388	4,396	694	86%	PERS II Employer Contribution 9%
09 OPEB	2,035	158	1,725	310	85%	457(b) Deferred Compensation Employer Contribution (3%)
11 Telephone	2,250	18	1,997	253	89%	
14 Travel	1,500		-	1,500	0%	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas
18 Postage	2,500		1,540	960	62%	Certified Mailings
20 Advertising/Legal Publications	1,000		-	1,000	0%	
21 Training & Education	-		-	-		$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)
22 Dues & Subscriptions	1,000		360	640	36%	Women in Code Enforcement (WICED) Membership Fees ($35) ICC Membership ($160/yr)
26 Insurance and Bonds	3,800		3,461	339	91%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
30 Contracted Services	38,750		-	25,448	34%	Kimley-Horn Engineering Services / Nuisance Properties; discuss process w/council. Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.
30 Nuicance Properties-Contracted Services	-		13,302			
41 Departmental Supplies	3,000		2,459	541	82%	Office printer, building safety month supplies, jackets, boots, code books
43 Auto Supplies	-		-	-		Under Maintenance budget
Total Enforcement Agency	**131,684**	**5,856**	**92,655**	**39,029**	**70%**	
Regional Dev Authority - 435	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
22 Dues & Subscriptions	6,600		6,142	458	93%	Region 9 Assessment - Fees are going up
Total Regional Dev. Authority	**6,600**	**-**	**6,142**	**458**	**93%**	
Total City Administration	**1,689,779**	**84,040**	**1,372,712**	**356,718**		

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Building Inspections - 436	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	66,800	6,401	60,013	6,787	90%	Building Official/Inspector: $80,653.29 plus 2.5% merit plus holiday supplement
	04 FICA	5,046	490	4,591	455	91%	FICA @ 7.65% of Salary
	05 Group Insurance	1,650	105	946	704	57%	Dental/Life/Vision/EAP Premiums
	06 Retirement	7,100	576	4,947	2,153	70%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods
	09 OPEB	1,675	192	1,451	224	87%	457(b) Deferred Comp Employer Contribution (3%). $60.53 per pay period * 26 pay periods
	11 Telephone	1,010	20	689	321	68%	Two lines; one is a hot spot. $84.18 per month x 12 months = $1,010.16 per year in actual costs
	14 Travel	3,000		1,070	1,930	36%	National ICC Conference; Women in Code Enforcement Training; airfare, lodging, meals, gas
	17 R&M Auto	-		-	-		Under Maintenance budget
	18 Postage	1,000		-	1,000	0%	Certified mailings for property Notice of Violations
	20 Advertising/Legal Publications	1,500		1,278	222	85%	Job posting costs
	21 Training & Education	-		-	-		$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.
	22 Dues & Subscriptions	1,000		665	335	67%	ICC membership dues; WICA subscription
	23 Professional Services	87,000		84,700	2,300	97%	To cover expenses associated with inspections; compliance.
	26 Insurance & Bonds	6,000		5,224	776	87%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	41 Departmental Supplies	3,000		2,691	309	90%	Mobile printer for vehicle, jackets, boots, building safety month
	43 Auto Supplies	-		-	-		Under Maintenance budget
	Total Building Inspections	**185,781**	**7,784**	**168,266**	**17,515**	**91%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Planning & Zoning - 437	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	250,420	19,655	229,199	21,221	92%	Director of Community Development: $96,937, City Planner/Zoning/Subdiv Administrator: $84,721, Permit Tech: $50,141 plus 2.5% step increase on 1/1/2025 for all three positions. Includes Holiday Supplement pay ($500 x 3 employees = $1,500) and summer intern ($5,250).
04 FICA	19,645	1,504	17,608	2,037	90%	FICA @ 7.65% of Salary
05 Group Insurance	23,000	2,151	20,742	2,258	90%	Includes 14% increase projected by PEIA. Health/Dental/Life/Vision/EAP Premiums
06 Retirement	23,215	1,768	19,306	3,909	83%	PERS II Employer Contribution (9%)
08 Overtime	1,000		971	29	97%	
09 OPEB	7,960	471	4,397	3,563	55%	457(b) Deferred Comp Employer Contribution (3%).
11 Telephone	550	61	398	152	72%	Director's department cell phone
14 Travel	5,200		-	5,200	0%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Kim - MGO Conference
18 Postage	1,000		-	1,000	0%	Certified Mailings; Legal notices, yard sign postings
20 Advertising/Legal Publications	4,500	83	1,329	3,171	30%	Advertising of BZA and public hearings for P/C meetings; hearing placards
21 Training & Education	-		-	-		$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration amount $3,500;
22 Dues & Subscriptions	3,000		956	2,044	32%	AICP Membership; Kim ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.
23 Professional Services	8,000		3,756	4,244	47%	GIS Aerial imagery, Engineering Services, Background Checks
26 Insurance & Bonds	20,000		14,917	5,083	75%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
30 Contracted Services	70,000	4,918	58,129	11,871	83%	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;
31 Contracted Services - Tree Board	9,400	48	8,400	1,000	89%	To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.
38 Refunds	2,500	905	1,584	916	63%	
41 Departmental Supplies	4,000		3,483	517	87%	Public hearing signs, office supplies, promotional supplies
53 Computer Software / Tech	9,000	730	8,049	951	89%	MyPermit Now Monthly Fees
59 Capital Outlay	-		-	-		
Total Planning and Zoning	**462,390**	**32,294**	**393,224**	**69,166**	**85%**	
Total City Bldg Inspection, P&Z, and Enforcement Agency	**880,089**	**54,545**	**754,938**	**140,151**		
Elections - 438	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
12 Printing	1,500		-	1,500	0%	
20 Advertising/Legal Publications	500	225	315	185	63%	Publish ballot multiple times
23 Professional Services	-		-	-		
30 Contracted Services	5,000	3,940	3,940	1,060	79%	Poll workers for early voting and day of election.
41 Departmental Supplies	3,500		3,167	333	90%	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers
Total Elections	**10,500**	**4,165**	**7,422**	**3,078**	**71%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	City Hall - 440	Current Budget	May 2025	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations
	3 Salaries	97,960	7,150	88,420	9,540	90%	Director of Operations Salary: $92,500 + 2.5% Merit + Holiday Supplement
	4 FICA Taxes	7,835	547	6,764	1,071	86%	FICA @ 7.65%
	5 Group Insurance	20,000	1,382	16,620	3,380	83%	Health, Dental, Vision, Life, Employee Assistance Program
	6 Retirement	9,590	644	7,638	1,952	80%	9% Employer Contribution
	9 OPEB	3,270	232	2,824	446	86%	3% Deferred Compensation Employer Contribution
	11 Telephone	18,000	982	16,346	1,654	91%	WebEx Phone Services ($6,000), Internet Service ($3,012), Cell phone - Director ($384), Rouss Hall Phone Service ($7,200 per year/$600 per mo.) **Proposing upgrade to internet service. 1 Gbps with GloFiber. $1,900 per month, $22,800 per year. One time set up fee $1,900. $950 set up cost allocated to Police Dept, $950 set up cost allocated to City Hall. Please review quote in attachments.**
	13 Utilities	51,200	2,642	39,367	11,833	77%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer
	14 Travel Expense	500		370	130	74%	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD
	15 Repair & Main. Bldg & Grounds	11,500		3,239	8,261	28%	Elevator Services and City Hall maintenance.
	18 Postage	6,000	200	3,634	2,366	61%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection
	19 Bldg & Equipment Rental	250,000	40,923	227,139	22,861	91%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer
	20 Advertising/Legal Publications	5,000		3,470	1,530	69%	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements
	21 Training & Education	-		-	-		$2,000 transferred to City Manager's budget
	22 Dues & Subscriptions	3,500		2,326	1,174	66%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)
	23 Professional Services	25,000	1,800	20,467	4,533	82%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.
	26 Insurance & Bonds	18,000		17,582	418	98%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial
	30 Contracted Services	201,404	14,970	176,548	24,856	88%	Sustainable Strategies (Grant Consultant, Matt Ward) - $28,800 ($2,400 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Printer & Copier Lease - $14,400 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $35,000 Payroll Processing Base Fees - $3,864 ADP Software Recurring Annual Fee - $19,440 Tek Advisors - Moving this out of Capital Budget and into Operating budget - $75,000 per year.
	32 Bank Charges	59,500	2,019	44,747	14,753	75%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees
	37 Other Fees/Taxes	500		-	500	0%	Late fees
	41 Departmental Supplies	14,900	2,683	12,072	2,828	81%	
	43 CH Auto Supplies (Gas/Oil)	-		-			
	53 Computer Software / Tech	15,000		11,763	3,237	78%	City Sonic Wall Annual License - $1,700 Clearcaster Annual License - $1,700 Granicus Annual License - $9,500 - Agenda management,Online training, Audio/Visual software for livestreaming meetings VEEAM Annual Maintenance - $600.00 Zoom Fees - $1,500 per year
	Total City Hall	**818,659**	**76,173**	**701,336**	**117,323**	**86%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Contributions/Transfers - 444	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
68 Contributions - "But For" Organizations	60,000	60,000	60,000	-	100%	Citizens Fire Co. $95K and EPTA Requests $50K
68 Community Awards	4,000		4,000	-	100%	
68 Contributions - Revive Grant	20,000		-	20,000	0%	Unspent Revive! Funding rolled over to FY24
68 Contributions - Façade Improvement Program	15,000		5,000	10,000	33%	
68 Contributions - Homeless Solutions	25,000		13,902	11,098	56%	County Homelessness position funding commitment
68 Contribution - Nuisance Property Expenses	-		-	-		Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.
68 Contributions - Sidewalk Improvement Program	15,000		4,636	10,364	31%	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest
Total Contributions/Transfers	**139,000**	**60,000**	**87,538**	**51,462**	**63%**	
Parking - 571	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	41,614	3,024	29,440	12,175	71%	Base salary, contingency, 2.5% merit, holiday supplement, and clothing allowance
04 FICA Tax Expense	3,500	231	2,273	1,227	65%	FICA @ 7.65%
05 Group Insurance	9,300	36	475	8,825	5%	Health, Dental, Vision, Life, Employee Assistance Program
06 Retirement Expense	3,600	272	2,634	966	73%	9% Employer Retirement Contribution
08 Overtime	2,000		284	1,717	14%	
09 OPEB	1,400	91	862	538	62%	3% Deferred Compensation Employer Contribution
13 Utilities	1,450	108	1,288	162	89%	Electric Service
16 Repair & Main - Equipment	2,750		-	2,750	0%	Parking meter repairs and maintenance
18 Postage	500		8	492	2%	
19 Bldg & Equipment Rental	400		-	400	0%	
20 Advertising / Legal Publications	500		-	500	0%	
23 Professional Services	-		-	-		
26 Insurance & Bonds	3,000		2,563	437	85%	Prof Liability, Umbrella, Automobile, Worker's Comp
30 Contracted Services	600		571	29	95%	
41 Departmental Supplies	4,500		4,453	47	99%	Office Supplies, Batteries, Handheld Printer Paper
45 Uniforms	1,500	327	1,318	182	88%	Jacket, Uniform Shirt, Patches, Badge, etc.
53 Computer Software/Tech	4,000	3,408	3,408	592	85%	United Public Safety/T2 Annual Fees
Total Parking	**80,614**	**7,497**	**49,577**	**31,038**	**61%**	
Contingencies - 699	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**Budget Balance**	**Over/Under Budget**	**Approved Budget Notes and Explanations**
Other Contributions	20,973		-	20,973	0%	Placeholder for 3.2% COLA ($84,900 plus $16,980 for FICA/Retirement Cont.); $50,000 for emergency snow costs. $41,667 for COPS grant for additional police officer.
Total Contingencies	**20,973**	**-**	**-**	**20,973**	**0%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Police Department - 700	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	1,507,798	115,776	1,339,119	168,679	89%	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. Seven (7) Patrolman ($52,998.40 - $55,681.60) Two (2) Patrolman First Class ($58,510.40 - $64,542.40) Three (3) Sergeants ($76,689.60 - $86,756.80) Two (2) Lieutenants ($93,246.40 - $95,576.00) Three (3) Corporals ($67,808 - $82,617.60) Three (3) Administrative personnel ($36,276.00 - $55,910.40) One (1) Chief ($134,650)
	04 FICA	94,600	6,317	76,782	17,818	81%	FICA Tax at 7.65%
	05 Group Insurance	220,000	18,618	190,827	29,173	87%	PEIA/Health insurance increase from $9K to $12K per month.
	06 Retirement	140,000	10,496	124,563	15,437	89%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)
	07 Police Pension	64,000	(6,622)	20,179	43,821	32%	Legacy CTPD Retirement System
	08 Overtime	235,000	6,041	206,517	28,483	88%	
	09 OPEB	48,000	3,820	39,527	8,473	82%	457(b) Deferred Compensation 3%
	10 Prior Year SS Exemption Correction	-	(525)	(3,245)	3,245		
	11 Telephone	36,500	2,779	27,850	8,650	76%	
	13 Utilities	38,000	2,837	32,187	5,813	85%	Electric and Internet Service, increase in FY254.
	14 Travel	5,500	302	3,553	1,947	65%	
	15 R&M Building & Grounds	2,200		358	1,842	16%	Lights, Paint, Air Filters, Electrical supplies, Batteries
	16 R&M Equipment	4,500		4,398	102	98%	Generator Service
	17 R&M Auto	48,000	1,697	39,105	8,895	81%	Oil changes, Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, Tires, etc.
	18 Postage	1,300	340	1,059	241	81%	
	19 Building & Equipment Rental	100,000	15,962	89,688	10,312	90%	
	20 Advertising/Legal Publications	5,600		4,938	663	88%	New Hire Ads 3-6 ads in local paper
	21 Training & Education	10,000	500	4,302	5,698	43%	
	22 Dues & Subscriptions	2,000		1,383	617	69%	WVCOP Dues, IACP, SRO, Journal
	23 Professional Services	82,000	392	6,576	75,424	8%	Polygraph Exams, Physical Exams, Diagnostic Imaging
	26 Insurance & Bonds	105,000		97,481	7,519	93%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance
	30 Contracted Services	28,000	1,297	22,871	5,129	82%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.
	32 Bank Charges	250		-	250	0%	
	37 Other Fees & Taxes	250		-	250	0%	661 George St. Ambulance Fees
	41 Departmental Supplies	40,000	1,100	23,644	16,356	59%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery
	43 Auto Supplies	65,000	568	54,154	10,846	83%	Gas for Police Vehicles
	45 Uniforms	22,000	4,969	19,976	2,024	91%	
	53 Computer Software/Tech	37,000	1,800	30,056	6,944	81%	CAD, Guardian Tracking, Police One Academy, Powerdms, POSS-Essentials
	Total Police Dept	**2,942,498**	**188,464**	**2,457,846**	**484,652**	**84%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Police-Special Duty Crossing Guard - 704	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	34,803	3,189	28,508	6,295	82%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA.
	04 FICA Tax Expense	2,600	244	2,181	419	84%	
	26 Insurance & Bonds	1,850		1,779	71	96%	
	41 Departmental Supplies	250		-	250	0%	Stop signs
	45 Uniforms	400		-	400	0%	Reflective jackets and vests
	43 Auto Supplies (Gas & Oil)	-		-	-		
	Total Police - Special Duty Crossing Guard	**39,903**	**3,432**	**32,468**	**7,435**	**81%**	
	Total Police and Crossing Guards	**2,907,401**	**191,897**	**2,490,314**	**492,087**		
	Dog Warden - 707	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	Contributions	1,800		-	1,800	0%	City passes along the dog tag fees to the County
	Total Dog Warden	**1,800**	**-**	**-**	**1,800**	**0%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Maintenance - 750	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	263,643	19,462	232,978	30,665	88%	Promote Maintenance Supervisor to Director; increase in salary from $73,418 to $80,000, plus three (3) Maintenance Staff: $66,454, $49,995 and $42,064 plus 5.0% Merit and Holiday Supplement.
04 FICA Tax Expense	21,491	1,489	18,625	2,866	87%	FICA @ 7.65%
05 Group Insurance	29,000	260	22,750	6,250	78%	Health, Dental, Vision, Life, Employee Assistance Program
06 Retirement	23,728	1,752	20,675	3,053	87%	9% Employer Contribution
08 Overtime	13,500		10,482	3,018	78%	
09 OPEB	7,909	2,196	6,017	1,892	76%	3% Deferred Compensation Employer Contribution
11 Telephone	3,000	59	2,531	469	84%	Field staff equipped with cell phones
13 Utilities	140,000	10,230	125,274	14,726	89%	Electric (street lights), water, sewer, and internet
14 Travel Expense	500		-	500	0%	Maintain certifications; other skill enhancement training as required/proposed
15 R&M Buildings and Grounds	64,000	1,669	48,006	15,994	75%	General maintenance of city buildings.
16 R&M Equipment	8,000	1,196	3,427	4,573	43%	Regular maintenance of fleet equipment, primary expense is street sweeper repairs. We have a new leaf vacuum, so we don't have as much maintenance expense.
17 R&M Auto	10,000	1,360	5,591	4,409	56%	Regular maintenance of department vehicles.
19 R&M Bldg and Equip Rental	-		-	-		Equipment rented as required to maintain various city buildings.
20 Advertising	-		-	-		Spring and Fall Cleanup. Additional city sponsored projects as required.
21 Training & Education	-		-	-		Maintain certifications; other skill enhancement training as required/proposed
22 Dues & Subscriptions	500		292	208	58%	Camera subscription and CDL License Fees
23 Professional Services	500		224	276	45%	CDL physicals
26 Insurance & Bonds	16,000		15,139	861	95%	Liability, Worker's Comp, Vehicle Insurance
30 Contracted Services	64,000	421	55,449	8,551	87%	Trash Service, Box Rental Fees, Contractor for Tree Services, Snow Removal and Salt
41 Departmental Supplies	32,000		23,834	8,166	74%	General maintenance annual supplies.
43 Auto Supplies (Gas, Oil & Tires)	28,000		19,346	8,654	69%	Other city vehicle maintenance.
45 Uniforms	13,000		12,399	601	95%	Cintas service cost increase
53 Software/Tech	-		-	-		
59 Capital Outlay	-		-	-		Elevator repairs, HVAC repairs, tires, various equipment.
Total Streets	**738,771**	**40,092**	**623,038**	**115,733**	**84%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Visitor's Center - 901	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	13 Utilities	-		-	-		Electric Service for Rouss Hall - moved to City Hall Utilities per State Auditor's budget
	15 R&M - Building & Grounds	-		-	-		
	23 Professional Services	-		-	-		
	30 Contracted Services	-		-	-		
	41 Departmental Supplies	-		-	-		
	66 Contributions	100,000	6,384	73,651	26,349	74%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center. Hotel/Motel Tax Revenue is trending 6% higher than FY24; primarily in August and January.
	Total Visitor's Center	**100,000**	**6,384**	**73,651**	**26,349**	**74%**	
	Fairs/Festivals - 903	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	19 Bldg & Equipment Rental	-		-	-		No longer needed, we bought a generator.
	20 Advertising/Legal Publications	1,875		99	1,776	5%	
	30 Contracted Services	36,000	1,215	7,630	28,370	21%	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($4,300), Signage ($2,000), Inflatables ($2,000), Labor ($2,100), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($1,000), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Labor ($700) **Halloween** Labor ($146) **Christmas Parade** Labor ($146)
	38 Refunds	100		85	15	85%	
	41 Departmental Supplies	22,000	48	8,069	13,931	37%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($325), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs **Christmas Wreaths - $3,000**
	52 Computer Software	1,300		-	1,300	0%	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.
	68 Contributions	4,025		4,025	-	100%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.
	Total Fairs/Festivals	**65,300**	**1,263**	**19,908**	**45,392**	**30%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Transfers - 960/698 SAO	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
01 Transfers to Capital Reserve - Repaving	190,000	28,340	164,245	25,755	86%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures
02 Transfers to Capital Reserve - One Time Funding	3,714,452		3,714,452	-	100%	$659,452 Revenue/Loss Allowance
03 Transfers Out - Parks & Rec	120,000	6,384	93,651	26,349	78%	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.
04 Transfers to Residual Fund	263,319		263,319	-	100%	
11 Transfers to Capital Reserve - Table Games	925,000	97,170	839,546	85,454	91%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.
Total Transfers	**5,212,771**	**131,894**	**5,075,214**	**137,557**	**97%**	
General Government - 975	**Current Budget**	**May 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
Contributions	-		-	-		
Total General Government	-	-	-	-		
Total Expenses	**- 12,548,389**	**643,483**	**11,062,199**	**1,486,191**		**Provides for comparable year-over-year comparision of operating costs**
Surplus or Deficit	**(0)**	**(189,048)**	**1,984,404**	**(1,984,404)**		

the city of Charles Town, WV

FY 2025 Capital Reserve Budget - May 2025 Budget to Actual

Approved : 08-05-2024

CAPITAL BUDGET REVENUES

REVENUES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*MAY 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 AND 3 NOTES*
Capital Reserve Carryover		$ 4,881,215		$ 4,881,215	$ -	100%	Carryover balance from FY2024 Capital Reserve - Improvement Budget.	
36800 Contributions from GF ($659,452 Revenue/Loss & $3,055,000 Pool)		$ 3,714,452		$ 3,723,408	$ (8,956)	100%	Contributions from GF - $659,452 from Revenue/Loss and $3,055.000 from FY24 Carryover disignated for JMP Pool.	
33000 Developer Fees		$ 100,000	$ 98,128	$ 524,132	$ (424,132)	524%	Estimated based on FY2024 receipts	
36800 Contributios from GF - Lottery / Gaming Revenue		$ 850,000	$ 97,170	$ 857,005	$ (7,005)	101%	All lottery/gaming revenue remitted to Charles Town gets XFRD to Capital Reserve from GenFund.	
38000 Interest on Bank Accounts & Other Sources		$ 60,000	$ 2,726	$ 109,436	$ (49,436)	182%	Reveue from 3 diferent interest bearing checking accounts.	
TOTAL REVENUES	**$ -**	**$ 9,605,667**	**$ 198,024**	**$ 10,095,196**	**$ (489,529)**	**105%**		

CAPITAL BUDGET EXPENSES

EXPENDITURES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*MAY 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 AND 3 NOTES*
975 GENERAL GOVERNMENT								
975-23 General Government Professional Services - Capital Improvement Plan		$ 125,000		$ -	$ 125,000	0%	Outsourcing costs to create a rigorous 5 year revolving capital improvement plan for all areas of the City.	
975-23 General Government Professional Services - Zoning & Subdivision Ordinance Overhaul	$ 100,000	$ 150,000	$ 3,940	$ 3,940	$ 146,060	3%	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000.	
975-58 General Government Capital Outlay - Chairs for Staff		$ 10,000		$ 14,053	$ (4,053)	141%	20 chairs for staff.	
975-58 General Government Capital Outlay - Rouss Hall Landlord buy back		$ 140,000		$ -	$ 140,000	0%		
975-59 General Government Capital Outlay Technology - Computer Replacement		$ 43,000		$ 37,324	$ 5,676	87%	Computer replacement program for all General Government departments.	Allowance for additional computers that were purchased for new staff and out dated computers that were not functional.
975-59 GG Capital Outlay Technology - GovTech Software		$ 100,000	$ 29,141	$ 29,141	$ 70,859	29%	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and Incode (except for the court module). Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement.	
975-59 General Government Capital Outlay Technology - Data Center Centralization		$ 120,000		$ 122,152	$ (2,152)	102%		
975-59 General Governement Capital Outlay Technology - Payroll & Human Resource Onboarding Services Implementation Cost		$ -		$ -	$ -			
975-59 General Government Capital Outlay Technology - Zoom Room Equipment Upgrade		$ 5,790	$ 4,770	$ 4,770	$ 1,020	82%		
TOTAL GENERAL GOVERNMENT	**$ 100,000**	**$ 693,790**	**$ 37,852**	**$ 211,380**	**$ 482,410**	**30%**		

EXPENDITURES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*MAY 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 AND 3 NOTES*
976 PUBLIC SAFETY								
975-60 General Government Capital Outlay Technology Police Department - Computer Replacement		$ 65,050		$ 65,022	$ 28	100%	20 computers with greater than 8gb of memory are needed to view body camera footage.	Allowance for additional computers that were purchased due to outdated computers that were not functional
976-59 Public Safety Capital Outlay Vehicles - Police Cars		$ 113,300		$ 110,788	$ 2,512	98%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.	
976-60 Public Safety Capital Outlay Equipment - Officer Equipment		$ 57,000		$ 57,170	$ (170)	100%	Funding requested: $3723 for 18 Monadnock batons and pouches and $53,107 for 18 tasers.	
976-60 Public Safety Capital Outlay Equipment - Traffic Safety Equipment		$ 44,700		$ 44,699	$ 1	100%	Funding requested: $37,610 for 2 trailerable traffic signs; $1200 for 20 portable barricades; $2660 for 10 temporary signs and holders; $3230 for 100 traffic cones with lettering. This equipment will be jointly used with the maintancence department.	
976-62 Public Safety - Parking Meters		$ 10,700		$ 10,508	$ 192	98%	Routine replacement of a portion of the parking meters (24) in the downtown parking district.	
TOTAL PUBLIC SAFETY	**$ -**	**$ 290,750**	**$ -**	**$ 288,187**	**$ 2,563**	**99%**		

EXPENDITURES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*MAY 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 AND 3 NOTES*
977 STREETS & TRANSPORTATION								
977-57- Streets & Transportation Capital Outlay Buildings - Charles Washington Hall masonary tuck point repair		$ 12,000		$ 8,800	$ 3,200	73%	Brick wall on George Street side is deteriorating.	
977-57 Streets & Transportation Capital Outlay Buildings - Replace City Hall rooftop AC units		$ 25,000		$ -	$ 25,000	0%		
977-57 Streets & Transportation Capital Outlay Buildings - City Hall interior repair/maintenance		$ 60,500		$ 4,624	$ 55,876	8%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency.	
977-57 Streets & Transportation Capital Outlay Buildings - City Hall roof replacement		$ 128,000		$ 127,919	$ 81	100%	City Hall roof is over 20 years old and is failing.	
977-57 Streets & Transportation Capital Outlay Buildings - City Hall masonary tuck point repair				$ 1,600	#VALUE!	#VALUE!	Flues and chimneys on City Hall roof have not been addressed for many years.	
977-57 Streets & Transportation Capital Outlay Buildings - Maintenance office air conditioner		$ 7,000		$ 5,440	$ 1,560	78%	The current window unit does not keep up with the heat.	
977-57 Streets & Transportation Capital Outlay Buildings - New maintenance equipment building		$ 150,000		$ -	$ 150,000	0%	Current building is maxed out on space.	
977-57 Streets & Transportation Capital Outlay Buildings - New/repair maintenance yard		$ 80,000		$ -	$ 80,000	0%	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going.	
977-57 Streets & Transportation Capital Outlay Buildings - Rouss Hall roof repair		$ -		$ -	$ -		Rouss Hall roof is rusted. A low odor roof coating will protect the roof for another 10 years.	
977-58 Streets & Transportation Capital Outlay Other Improvements - Paving Path from bridge to road by the skate park		$ 5,000		$ -	$ 5,000	0%	Connect the existing path on one side of the bridge to the other side.	
977-58 Streets & Transportation Capital Outlay Other Improvements - Happy Retreat & Stake Park Bridge		$ 100,000		$ 16,000	$ 84,000	16%		
977-58 Streets & Transportation Capital Outlay Other Improvements - ADA sidewalks & stormwater drain for Lawrence/Congress		$ 60,000		$ -	$ 60,000	0%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding.	
977-58 Streets & Transportation Capital Outlay Other Improvements -West End connector		$ -		$ -	$ -		Design and fund construction documents of Mordington Ave sidewalk from S George St to S West St. - pending grant.	
977-58 Streets & Transportation Capital Outlay Other Improvements - Flower planters	$ 5,000	$ 8,300	$ 2,921	$ 8,296	$ 4	100%	2 year plan to install flower planters on Washington Street.	Allowance for flower pedestals at City Hall
977-58 Streets & Transportation Capital Outlay Other Improvements - Potter's Field		$ 115,000	$ 8,703	$ 49,183	$ 65,817	43%	Installation of Interpretative signs, fencing, monument and landscaping.	
977-59 Streets & Transportation Capital Outlay Equipment - Bucket Truck	$ 153,000	$ 37,000		$ 15,000	$ 22,000	41%	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. This also includes a $20,000 allowance for purchase of Ranson's used truck to use in the interim. Epected expenditures in FY25 will be $20,000 used truck and $17,000 deposit for new truck. Leaving a FY26 encumberance of $153,000.	
977-59 Streets & Transportation Capital Outlay Equipment - Street line striper		$ 5,000		$ 4,985	$ 15	100%	Current striper constantly needs repaired.	
977-59 Streets & Transportation Capital Outlay Equipment - Utility Vehicle		$ 25,000		$ 21,431	$ 3,569	86%	Beneficial for events and watering flowers.	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Basic Stormwater Improvements		$ -		$ -	$ -		ACKNOWLEDGED IMPROVEMENT LOCATIONS - Install new sidewalk drain in 200 block of W. Washington (design completed - SW project); design improvements for 100 block of Shutter St; 400 block of S. Samuel, and culvert at 4th and Hunter	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Charles Street Flooding		$ -		$ -	$ -		Engineering costs to determine Charles Street flooding mitigation.	

977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Green Infrastructure Master Plan		$ 204,000		$ -	$ 204,000	0%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year.	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Samuel St. Emergency Repair		$ 172,000		$ 171,100	$ 900	99%		Allowance for stormwater emergency engineering and repair.
TOTAL STREETS & TRANSPORTATION	**$ 158,000**	**$ 1,193,800**	**$ 11,624**	**$ 434,378**	**#VALUE!**	**36%**		

EXPENDITURES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*MAY 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 AND 3 NOTES*
979 CULTURE & RECREATION								
979-56 Culture & Recreation Land - Depot Park Land Acquisition		$ 506,800		$ 503,008	$ 3,792	99%	Place holder for possible land acquisition from APUS for the Depot Park initiative.	Allowance for closing fees and environmental assessment.
979-58 Culture & Recreation Other Improvements - Evitts Run Park Security Boundary		$ 13,500		$ -	$ 13,500	0%	Install perimeter fence along Evitts Run to improve lack of security of City asset and protect park users.	
979-58 Culture & Recreation Other Improvements - Happy Retreat Ash Tree removal		$ -		$ -	$ -		These trees are a safety hazzard.	
979-58 Culture & Recreation Other Improvements - JMP Basketball Courts & Evits Run Resurfacing, Evits Run basketball court fence replacement, & 4 basketball hoops		$ 60,000		$ 57,936	$ 2,064	97%		
979-58 Culture & Recreation Other Improvements - Safety Lighting		$ 10,000		$ -	$ 10,000	0%		
979-58 Culture & Recreation Other Improvements - JMP Tennis Court ground penetrating radar		$ 9,900		$ 4,900	$ 5,000	49%		$3300 transfer to 977-58 Flower Planters and $6800 transfer to
979-58 Culture & Recreation Other Improvements - Skate Park		$ -		$ -	$ -		Purchase and installation of mobile pump track. Finance Committee recommends including in CIP plan.	
979-58 Culture & Recreation Other Improvements - Skate Park Mural and benches		$ 40,000		$ 18,847	$ 21,153	47%		
979-58 Culture & Recreation Other Improvements - Arts & Culture - Historical Signs		$ 20,000		$ 2,694	$ 17,306	13%	Finance Committee recommends including in CIP plan.	
979-58 Culture & Recreation Other Improvements - Wayfinding signage - 3-year program	$ 100,000	$ 97,400		$ -	$ 97,400	0%	CDD REQUEST $100K for wayfinding signage implementation phase 1 cost (3 years of phases) (request related to 2023 CTNOW ARPA Request)	
979-59 Culture & Recreation Equipment - JMP Slide		$ 14,200		$ -	$ 14,200	0%		
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 771,800**	**$ -**	**$ 587,385**	**$ 184,415**	**76%**		
Contingencies		$ 2,006,958		$ -	$ 2,006,958	0%		
Encumberances for Subsequent Years		$ 3,176,277		$ -	$ 3,176,277	0%	Grant related projects FY2026 estimated at $4,419,277 less expected grant funding + $358,000 multi-year non grant related capital projects.	
Transfer to Grant Projects		$ 1,437,292		$ -	$ 1,437,292	0%		
TOTAL EXPENSES	**$ 358,000**	**$ 9,570,667**	**$ 49,476**	**$ 1,521,330**	**#VALUE!**	**16%**		
REVENUES OVER EXPENSES		**$ 35,000**	**$ 148,548**	**$ 8,573,867**	**#VALUE!**			

REPAVING BUDGET

REVENUES	*FY 2025 CURRENT BUDGET*	*MAY 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
Repaving Carryover	$ 1,472,865		$ 1,472,865	$ -	100%	Carryover balance from FY2024 Repaving Funds
36877 Contributions from GF - Repaving Fees	$ 130,000	$ 28,340	$ 164,245	$ (34,245)	126%	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving
TOTAL REVENUES	**$ 1,602,865**	**$ 28,340**	**$ 1,637,110**	**$ (34,245)**	**102%**	
EXPENDITURES	*FY 2025 CURRENT BUDGET*	*MAY 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
977-60 Streets & Transportation Capital Outlay Street Paving	$ 300,000	$ 3,820	$ 9,260	$ 290,740	3%	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs. Due to large scope and delays in the Request for Bid process, Finance Committee recommends caping FY2025 paving/repairs expenses at $300K.; $130K FY25 income; **$170K from paving reserves**
977-60 Streets & Transportation Capital Outlay Street Paving - Paving Contingency	$ 1,302,865		$ -	$ 1,302,865	0%	This contingency represents past income collected by CTUB earmarked for street paving.
TOTAL EXPENSES	**$ 1,602,865**	**$ 3,820**	**$ 3,274,221**	**$ 1,593,605**	**204%**	
REVENUES OVER EXPENSES	**$ -**	**$ 24,520**	**$ (1,637,110)**	**$ (1,627,850)**		

GRANT PROJECTS BUDGET

	ENCUMBERED	*FY 2025 CURRENT BUDGET*	*MAY 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION #2 NOTES*
COPS GRANT								
Capital Reserve Carryover		$ 7,344		$ 7,344	$ -	100%	City expense of equipment purchase after application of grant funds.	
36501 Federal Grant Revenue - COPS Grant		$ 215,120		$ 215,120	$ (0)	100%	PD Equipment Grant of $400K - $143,414 remaining balance for FY26 & FY27	COPS Grant expired earlier than we anticipated.
TOTAL REVENUES	**$ -**	**$ 222,464**	**$ -**	**$ 222,464**	**$ (0)**	**100%**		
976-59 Public Safety Capital Outlay Vehicles - Police Vehicle Upfit Costs		$ 222,464	$ 1,229	$ 221,522	$ 942	100%	Funding requested: $79,050 for vehicle upfit equipment. $71,706 covered under DOJ COPS Equipment Grant. Note: $143,413 remaining balance for FY26 & FY27.	COPS Grant expired earlier than we anticipated.
TOTAL EXPENSES	**$ -**	**$ 222,464**	**$ 1,229**	**$ 221,522**	**$ 942**	**100%**		
COPS GRANT REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ (1,229)**	**$ 943**	**$ (943)**			

	ENCUMBERED	FY 2025 CURRENT BUDGET	MAY 2025	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	
AUGUSTINE AVENUE								
Capital Reserve Carryover	$ 426,000	$ 74,000		$ 74,000	$ -	100%	$350,000 Capito Earmark match & $76,443 Liberty reallocation match. $41,378 expense to the City after receiving grant funds.	
36600 State Grant Revenue - 2023 WVDOH TAP-II grant Augustine Avenue Trail Construction - (Reallocation from Liberty)		$ -		$ -			76,443.50 Match Phase I Construction	
36600 State Grant Grant Revenue - WVDOH TAP-II grant Augustine Avenue Trail Construction - Phase I		$ -		$ -	$ -		Design grant expected to be complete by close of FY25; will include FY24 TAP grant on construction once award details concrete and City commits to project in FY24 ($560K grant with $140K match)	
36501 Federal Grant Revenue - CDS - Senator Capito Grant Augustine Avenue Trail Construction		$ -		$ -	$ -		Trail Completion	
TOTAL REVENUES	**$ 426,000**	**$ 74,000**	**$ -**	**$ 74,000**	**$ -**	**100%**		
979-58 Culture & Recreation Other Improvements - Augustine Avenue Trail Construction - Construction Phase I		$ 74,000		$ 14,719	$ 59,281	20%	Construction - Phase 1 (Total cost = $773,595 Grant = $560,000 - Funded through WVDOT; City Match = $140,000. Paid in FY24). Anticipate construction begin FY24. An additional $1,700,000 estimated for project completion - CDS Grant = $1,400,000; City Match = $350,000, likely in FY 2025	
979-58 Culture & Recreation Other Improvements - Augustine Avenue Trail Construction - Construction Phase II & III Encumberance for FY26 & FY27.	$ 426,000	$ -		$ 350,000			CDS Grant = $1,400,000; City Match = $350,000, likely in FY 2026.	
TOTAL EXPENSES	**$ 426,000**	**$ 74,000**	**$ -**	**$ 364,719**	**$ 59,281**	**493%**		
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ (290,719)**	**$ (59,281)**			

	ENCUMBERED	FY 2025 CURRENT BUDGET	MAY 2025	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	
LIBERTY STREET FLOODING MITIGATION								
Capital Reserve Carryover		$ 705,774		$ 705,774	$ -	100%	FEMA match = $305,774	
TOTAL REVENUES		**$ 705,774**	**$ -**	**$ 705,774**	**$ -**	**100%**		
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Liberty Street Flooding Mitigation - Phase I		$ 705,774		$ 10,741	$ 695,033	2%	$750,000 Est Construction Cost - FEMA Match = $305,774; Chesapeake Match = 0.00	
TOTAL EXPENSES	**$ -**	**$ 705,774**	**$ -**	**$ 10,741**	**$ 695,033**	**2%**		
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ 695,033**	**$ (695,033)**			

	ENCUMBERED	FY 2025 CURRENT BUDGET	MAY 2025	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	
JEFFERSON MEMORIAL POOL								
Capital Reserve Carryover		$ 650,174		$ 650,174	$ -	100%		
Pool House LWCF Grant		$ 250,000		$ -	$ 250,000			
Pool LWCF Grant	$ 1,600,695			$ -	$ -			
Transfer from Capital	$ 2,392,582	$ -		$ -	$ -		Transfer from Capital Carryover	
TOTAL REVENUES	**$ 3,993,277**	**$ 900,174**	**$ -**	**$ 650,174**	**$ 250,000**	**72%**		
979-58 Culture & Recreation Other Improvements - JMP Pool House Renovation-**Grant Expenditure**		$ 250,000		$ -	$ 250,000	0%	Land & Water Conservation Grant for Pool House renovation = $250,00; City Match = $250,000 Total Pool renovation estimated at $4,893.451.	
979-58 Culture & Recreation Other Improvements-**City Expenditure**		$ 650,174						
979-58 Culture & Recreation Other Improvements - JMP House Renovation-Grant Expenditure - **Grant Expenditure** for FY26	$ 1,600,695							
979-58 Culture & Recreation Other Improvements - JMP Pool Upgrade Encumbrance for FY26 - **City Expenditure**	$ 2,392,582	$ -		$ -	$ -		In support of identified LWCF grant funding expected to be required for FY2024. A FY2024 Congressional Directed Grant Funding request for $1,600,695 pends.	
TOTAL EXPENSES	**$ 3,993,277**	**$ 900,174**	**$ -**	**$ -**	**$ 250,000**	**0%**		
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ 650,174**	**$ -**			

Charles Town Grant Assisted Projects

Updated: 2-Aug-24

CAPITAL	Estimates
FY2025 Funding Requirements	$ 1,437,292
FY2026 Funding Requirements	$ 2,818,582

Augustine Ave Trail		**$ 2,595,421**								
Design		**$ 145,421**								
Phase I & II		**$ 700,000**								
Phase III		**$ 1,750,000**								
			Grant	**Required Match**	**Total**	**Actual Cost**	**Additional City Cost**	**Total City Cost**	**Total Paid**	**Balance**
Design	TAP I		$ 116,337	$ 29,084	$ 145,421	$ 145,421	$ -	$ 29,084	$ 145,421	$ 2,450,000
Phase I & II Construction	TAP II		$ 560,000	$ 140,000	$ 700,000	$ 774,000	$ 74,000	$ 214,000	$ 774,000	$ 1,676,000
III Design & Construction	Sen Capito Earmark		$ 1,400,000	$ 350,000	$ 1,750,000	$ -			$ -	$ 1,676,000
			$ 2,076,337	$ 519,084	$ 2,595,421	$ 919,421	$ 74,000	$ 243,084	$ 919,421	
								20.9%		

Charles Town Expenditures

Before FY2023	$ 145,421	
FY2023	$ 161,322	
FY2024	$ 140,000	
FY2025 (est)	$ 74,000	Cap Reserve
FY2026 (est)	$ 426,000	Cap Reserve
Total	$ 946,743	

Project Funding Status

Total Project Pending	$ 1,676,000
Est Charles Town Share	$ 500,000
	$ 1,176,000
Est Grant Funding	$ 1,400,000

Actual Project Cost			**$ 1,419,178**	as of 2 Aug 2024								
Liberty Street Flooding Mitigation			**$ 973,743**									
Project Est			**$ 846,733**									
15% Project Manage & Contin			**$ 127,010**									
			Grant	**Required Match**	**Total**	**Actual Cost**	**Additional City Cost**	**Total City Cost**	**Total Paid**	**Balance**		
Design	DEP Grant		$ 102,559	$ 63,400	$ 165,959	$ 165,959	$ -	$ 63,400	$ 165,959	$ 1,253,219		
Construction	CDS _ Capito	FEMA	$ 375,000	$ 705,774	$ 1,080,774	$ -	$ -	$ 705,774	$ -	$ 1,253,219		
Construction	Chesapeake Bay Foundation	Green Streets	$ 172,445	$ -	$ 172,445	$ -	$ -	$ -	$ -	$ 1,253,219		
	Totals		$ 650,004	$ 769,174	$ 1,419,178	$ 165,959	$ -	$ 769,174	$ 165,959			
								6.8%				

Charles Town Expenditures

Before FY2023	$ 63,400		
FY2025 (est)	$ 705,774	Cap Reserve	

Project Funding Status

Total Project Pending	$ 1,253,219
Est Charles Town Share	$ 705,774
	$ 547,445
Est Grant Funding	$ 547,455

Memorial Pool **$ 4,893,451**

Design

Pool House **$ 1,398,901**

Pool Construction **$ 3,494,550**

		Grant	Required Match	Total	Actual Cost	Additional City Cost	Total City Cost	Total Paid	Balance
Pool House									
Design (on Going)	City				$ 2,592				
Pool House	LWCF Grant	$ 250,000	$ 250,000	$ 500,000				$ -	$ 4,893,451
Pool									
Pool	LWCF Grant	$ 1,600,695	$ 1,600,695	$ 3,201,390				$ -	$ 4,893,451
		$ 1,850,695	$ 1,850,695	$ 3,701,390	$ 2,592	$ -	$ -	$ -	

Charles Town Expenditures

FY2024	$	2,592	
FY2025 (est)	$	650,174	Cap Reserve
FY2026 (est)	$	2,392,582	Cap Reserve

Project Funding Status

Total Project Pending	$	4,893,451
Charles Town Share	$	1,600,695
Charles Town Share	$	250,000
Grant Funding	$	1,600,695
LWCF Grant Funding	$	250,000
	$	3,701,390
Est Additional Funding	$	1,192,061

the city of Charles Town, WV

FY 2025 P&R Budget

REVENUES	FY 2025 CURRENT BUDGET	MAY 2025	FY 2025 YEAR TO DATE	FY 2025 BUDGET BALANCE	FY 2025 % OVER/UNDER BUDGET	FINANCE NOTES
Carryover	113,000		113,000	-	100%	
00 Pool Admission	20,000		7,707	(12,293)	39%	
01 Pool Concession Stand	2,410		984	(1,426)	41%	
02 Pool Rental	4,000		1,380	(2,620)	35%	
03 Pool Passes	3,000		2,241	(759)	75%	
04 Swimming Lessons	9,000		12,275	3,275	136%	
07 Pavilion Rental	4,500	1,300	3,400	(1,100)	76%	
10 Park Donations	-	24,059	24,059			
12 Hotel/Motel	100,000	6,384	73,651	(26,349)	74%	
14 Tennis CIP Donations	-		800	800		
21 Junior Tennis			1,265	1,265		
22 Tennis Lessons	9,000		6,046	(2,954)	67%	
38 Interest	-	78	1,315	1,315		
39 Contributions from GF	20,000		20,000	-	100%	
TOTAL REVENUES	**284,910**	**31,820**	**268,123**	**(40,845)**	**94%**	

EXPENSES	FY 2025 CURRENT BUDGET	MAY 2025	FY 2025 YEAR TO DATE	FY 2025 BUDGET BALANCE	FY 2025 % OVER/UNDER BUDGET	FINANCE NOTES
03 Salaries	52,000		43,990	(8,010)	85%	Pool - 20 Part-time employees Tennis - 11 Part-time employees
04 FICA Tax Expense	4,160		3,428	(732)	82%	FICA @ 7.65% of Salary
08 Overtime	-		1,022	1,022		
11 Telephone	900		371	(529)	41%	Jefferson Memorial Pool Phone Line
12 Printing	-		-	-		
13 Utilities	7,500	244	7,334	(166)	98%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $4,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $3,500
15 Buildings and Grounds	6,000		2,606	(3,394)	43%	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Driveway sealer ($1,087), Shingles, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies. Recommend assessing needs for FY25.
16 Pool supplies and equipment	11,000		1,011	(9,989)	9%	Tabs - $4,910, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts. Total in FY23 = $10,079. Recommend at least $11,000 on this line. Reclassing from Departmental Supplies.
18 Postage	-		-	-		
20 Advertising/Legal Pub	100		19	(81)	19%	Publishing fees
21 Training	500		-	(500)	0%	CPR/First Aid training
26 Insurance & Bonds	4,000		3,051	(949)	76%	Commercial Property, Umbrella Liability, Automobile, Worker's
30 Contracted Services	50,000	5,686	39,363	(10,637)	79%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000 Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300
32 Bank Charges	-		-	-		
37 Other Fees/Taxes	150		-	(150)	0%	Pool permit fee Health Department
41 Departmental Supplies	15,000	6,441	9,727	(5,273)	65%	Supplies ($256). Floats and whistles ($250), AED machine ($1,700)
42 Concession Stand Supplies	-		605	605		We can roll these costs under Departmental Supplies. No need for a separate line item.
45 Uniforms	600		451	(149)	75%	Jr. Tennis Girls and Boys Shirts and Jackets. Recommend $600
59 Capital Outlay	100,000		-	(100,000)	0%	
99 Contingencies	33,000		-	(33,000)	0%	
TOTAL EXPENSES	**284,910**	**12,372**	**112,979**	**(171,931)**	**40%**	
REVENUES OVER EXPENSES	**-**	**19,449**	**155,144**	**131,086**		

CITY OF CHARLES TOWN
BANK AND INVESTMENT ACCOUNTS
BALANCES AS OF May 31, 2025

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
American Rescue Plan Act	4174	ARPA	Bank of Charles Town	073-101-01	$ -	$ -			All funds have been spent and grant has been closed out. Checking account was closed in October.
Bond Escrow Fund	3004	Bond Escrow	Bank of Charles Town	900-101-00	$ 124,685		$ 124,685		Account is used to deposit bond funds from developers and held until projects are completed.
Building Commission	4862	Bldg Commission	Bank of Charles Town	400-101-00	$ 335,818 *	$ -	$ 335,818		Near -term expenditures (i.e. debt service) are paid from the BC fund and directly reimbursed through monthly lease payments from the General Fund. Other expenditures restricted to BC purposes.
Capital Reserve Fund	2822	Capital Reserve	Bank of Charles Town	200-101-00	$ 8,191,452	$ 2,000,000	$ 6,191,452	$ 2,000,000	Funding for capital projects and grant projects approved in FY 2025 Capital Budget.
Coal Severance Tax Revenue Fund	2946	Coal Severance	Bank of Charles Town	002-101-05	$ 179,101		$ 179,101		Special revenue fund used for P&R pool.
CWH Landlord, LLC	3365	CWH Landlord	Bank of Charles Town	009-101-00	$ 639,734	$ 639,734	$ -	$ 639,734	Unrestricted revenues from the sale of federal historic tax credits. Near-term expenditures are to begin design of City Hall Renovations. $25,000 allocated for possible option by out.
EPA/RLF Fund	2911	Capital Reserve	Bank of Charles Town	200-101-20	$ 183,128	$ -	$ 183,128		EPA project completed, but account remains open because it is a depository for Federal Equitable revenue and reimbursable grants.
Federal Equitable Fund	2873	Investigative	Bank of Charles Town	021-101-02	$ 126,794	$ -	$ 126,794		Funds restricted for limited police activities er Department of Justice guidelines.
General Fund	2792	General	Bank of Charles Town	001-101-00	$ 1,599,571		$ 1,599,571		General Fund operations.
Housing Rehab Program	2100	CDBG	Bank of Charles Town	020-101-00	$ 67,526	$ -	$ 67,526		Funds restricted to housing rehab services.
Opioid Settlement Fund	2106	Opioid Fund	Bank of Charles Town	026-101-01	$ 268,222		$ 268,222		Special revenue fund. Council is determining use of funds per State guidelines.
Parks & Rec	2881	Parks & Rec	Bank of Charles Town	207-101-00	$ 120,411		$ 120,411		Operating account for Parks and Recreation.
Parks & Rec Capital Improvement	7203	Parks & Rec	Bank of Charles Town	207-101-05	$ 114,294		$ 114,294		Account designated to P&R donations/contributions for future Parks capital improvement (i.e. tennis courts, pool, etc.)
Police Employees Fund	3357	Employees Fund	Bank of Charles Town	106-101-00	$ -		$ -		Funds for police use. Closed.
Police Evidence Account	2806	Investigative	Bank of Charles Town	021-101-00	$ -		$ -		Funds for police use. Closed.
Police Investigation Account	2814	Investigative	Bank of Charles Town	021-101-01	$ 54,069		$ 54,069		Funds for police use.
Police Pension Relief Fund	2118	Police Pension	Bank of Charles Town	700-101-00	$ 36,263		$ 36,263		Funds used to support pension beneficiaries. Includes employer contributions from the General Fund calculated annually from the Bolton Actuarial Valuation Report and one annual State contrubition.
Repaving	2094	Capital Reserve	Bank of Charles Town	200-101-09	$ 1,680,139		$ 1,680,139	$ 1,380,139	Special revenue for resurfacing projects approved in FY 2025 Capital Budget.
Residual Fund	2112	Residual	Bank of Charles Town	003-101-07	$ 1,019,182 *		$ 1,019,182		Savings account/emergency fund for the city. Maximum balance can be 30% of general fund budget. No planned expenditures. Annual interest is 3.23%
Sales Tax	3012	Sales Tax	Bank of Charles Town	008-101-00	$ 4,262,273	$ 4,262,273	$ -	$ 4,262,273	$1 million committed to General Fund for FY 2025. Debt service is to be paid first per ordinance.
Total Bank Accounts					**$ 19,002,662**	**$ 6,902,006**	**$ 12,100,655**	**$ 8,282,146**	
Fidelity Police Pension Fund #6846	6846	Police Pension	United Capital Fidelity	700-101-20	$ 550,550		$ 550,550		Investment fund for restricted use of future pension payments.
Fidelity City Residual Fund #9959	9959	Residual	United Capital Fidelity	003-101-20	$ 798,152		$ 798,152		Investment fund for budget stabalization.
Total Bank Accounts plus two Investment Accounts					**$ 20,351,364**	**$ 6,902,006**	**$ 13,449,357**	**$ 8,282,146**	

****May Balance****

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/16/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-651: City Manager Report - June 16, 2025

ATTACHMENTS:

- City Manager Report - June 16, 2025.pdf

City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

FROM: Alissa Meeks, Interim City Manager
SUBJECT: City Manager's Report
DATE: June 16, 2025

This report is designed to provide information on substantive issues and meaningful project updates on items of importance to the Mayor and City Council. If the Council or general public have questions about any item or would like additional information, please contact Alissa Meeks for questions, needs, or concerns.

PARKS AND RECREATION

Jefferson Memorial Park: The slide at JMP is awaiting final installments and should be ready to use in the next week.

JMP Pool: The bid deadline for the pool/pool house construction is due by June 26 at 2:00PM. On that date, Thrasher Engineering will be at City Hall to open all bid proposals. That evening at 6PM, during the Parks and Recreation meeting, Thrasher's Project Manager, Sam Rich, will be in-person at the board meeting to go over project specifics and give an overview of the plan layout. All Council members and those of the public who wish to attend are welcome.

Skate Park: Extra skating ramps have been installed, and additional benches and picnic tables will be placed within the next week. The bridge footers are poured and cured, and the steel had been ordered as the main structural component of the bridge. The steel beam should be installed in the next couple weeks and then the contractor will finish out the construction with pressure treated decking.

Augustine Trail: The construction of the (Phase 1) trail is back under way. Staff continues to work with DOH to have Phase 2 put out to bid.

Summer Tennis Programs: Summer tennis starts June 16th. We have 27 players registered thus far in the first session and will continue to run ads and promotions throughout the summer.

COMMUNITY AND ECONOMIC DEVELOPMENT

WV Fest: Many, many thanks to all the staff on another successful WV Fest. Liz Cook, Jim Wysong, and the entire city hall staff and police officers who contributed in the assistance of this event is what makes Charles Town so special.

Walks about Nothing: The next Walks about Nothing will take place, Wednesday, June 18th. It's open to the public and all are welcome to join. Meet outside City Hall and the location to be explored is TBD.

Planner, Parks & Recreation Manager, Maintenance Positions – Employment advertisements have been posted on social media, Indeed, the Spirit and the NRPA. Deadlines are expected to be July 11th but that is fluid based on the number of applicants.

OPERATIONS & MAINTENANCE

Liberty Street Update – Crews have mobilized, and work had commenced on Liberty Street. Construction oversight of this project is being managed by Greenway Engineering.

ADMINISTRATIVE

Ward Vacancies – Ward vacancies for Ward 3 and Ward 4 have been posted and all applications are due by June 27th. All applications must be submitted to ameeks@charlestownwv.us by the June 27th deadline.

2025-648: Charles Town African American Cemetary Update

Ms. Rezmer will give an update on the council select committee.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/16/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-646: Charles Town Parks and Recreation Commission Discussion

This agenda item was Tabled at the May 5, 2025, meeting and needs to be removed from the Table.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/16/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-647: Capital Improvement Plan (CIP) Discussion

Discuss possible dates for a CIP Workshop.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/16/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-649: Real Estate Redevelopment - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/16/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-650: B&O Status APUS - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/16/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-616: BR2025-01: Norborne-Glebe Phase 14B Performance Bond Release

Proposed Motion: Move to approve the Norborne Glebe phase 14-B performance bond release in the amount of $819,036.

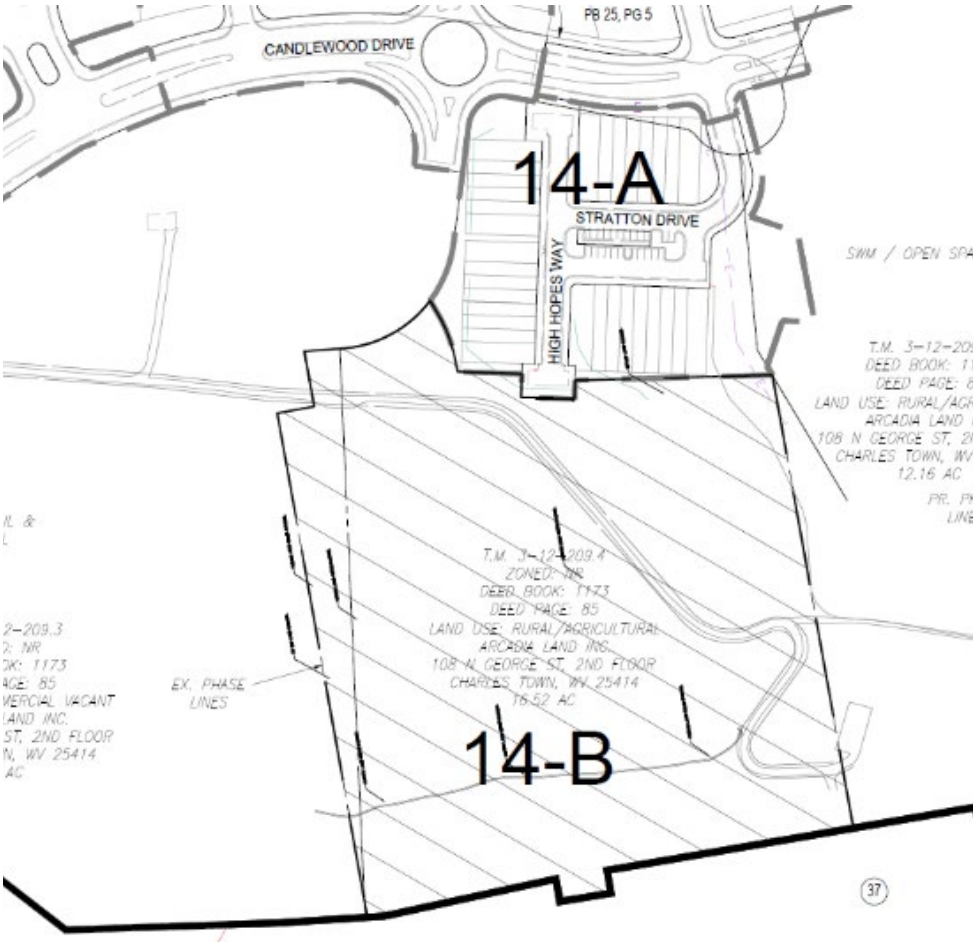
ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. As-Built.pdf
- 4. KH Review.pdf

Bond Release Request
BR2025-01

Date: For the June 16, 2025 City Council Meeting
Applicant: Arcadia Land Inc.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond release of $819,036.

Norborne Glebe Phase 14B



BACKGROUND
The applicant is requesting a bond release of the **performance bond.** The Final Plat was approved by the City in June 2022.

Performance Bond: $819,036

PLANNING COMMISSION
This request was heard by the PC at their March 24, 2025 meeting. The Commission tabled action on the bond until an issue with the number of street lights was resolved. The issue has since been fixed. The Commission voted to recommend approval of the bond release request at their May 27, 2025 meeting.

KIMLEY-HORN
Upon review of the request the City's 3d party engineer firm, *Kimley-Horn*, has determined that the bond release is reasonable based on the work completed, and recommends approval of the request.

RECOMMENDATION
Approval of the bond release

Bond Request No._____

BOND REQUEST AND REDUCTION

To assist the Subdivision Administrator in the review of a Bond Request Application, the Applicant must utilize this form to supply the City with the information prescribed under Article 1335 and Section 1332 of the Subdivision and Land Development Ordinance. The submission of this form, along with the prescribed information and required fees, shall serve as the Applicant's Bond Request Application as required by Ordinance Article 1335.

1. DATE DECEMBER 4, 20 24

2. APPLICATION TYPE ☐ Bond | Initiation ☐ Bond | Reduction

☐ Bond | Reallocation ☒ Bond | Release**

3. PROJECT NAME NORBORNE GLEBE PHASE 14B

Address _____

4. APPLICANT'S NAME* ARCADIA LAND, INC

Address 108 N. GEORGE ST., 2ND FL, CHARLES TOWN, WV 25414

Telephone Number (703) 771-8000 Fax Number (___) ___

Email Address gendler@arcadiacompanies.com

5. PROPERTY OWNER'S NAME SAME AS APPLICANT

Address _____

Telephone Number (___) _____ Fax Number (___) _____

Email Address _____

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

**Requires a Public Hearing and landscaping surety for one year after release

Bond Request No._____

6. DESCRIPTION OF REQUETED INITIATION, REDUCTION, OR RELEASE:

REQUESTING THE RELEASE OF THE LAND DISTURBANCE BOND & THE PERFORMANCE BOND FOR NORBORNE GLEBE PHASE 14B.

7. A) CURRENT BOND AMOUNT Land Disturbance bond # PB027623000222 # 123,437.00 Performance Bond # PB027623000224 # 819,036.00

B) PROPOSED BOND AMOUNT ~~RELEASE OF BOTH BONDS~~ LDB = ∅ PB = ∅

8. PARCEL INVENTORY: (List all parcels that are part of this application):

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
3-12-209				
3-12-212				
3-12-215				

9. PARCEL HISTORY: (List all pending or previously approved applications on the subject parcels inventoried above, including previous plat applications if this application is an amendment)

Application No.	Project Name and Phase	Status	Approval Date
SLD 2021-02	NORBORNE GLEBE PHASE 14B		10/13/22

Bond Request No._____

10. BOND RELEASE ATTACHMENTS.

The following shall be included with this request:

A. To the extent not previously submitted pursuant to bond reduction request, copies of inspection and test reports if work was inspected and tested by a third-party inspector.

B. Certification that all bonded Improvements, other than Improvements accepted by West Virginia Department of Highways (WVDOH), have been completed in accordance with the approved plans, profiles, and specifications and the requirements of any applicable manual. For Improvements to be accepted for maintenance by WVDOH, such Certification shall state that the Improvements have been installed and inspected in accordance with WVDOH's requirements.

C. A copy of the City-approved As-Built Drawings as required for facilities within public rights-of-way or Easements submitted pursuant to Section 1332.10 of this Ordinance.

Date of As-Builts 11/15/24 Prepared By Morris & Richie Associates, Inc.

D. A letter from a Professional Engineer or Professional Land Surveyor certifying that property corners and Monuments have been set as required under this Ordinance.

E. Documentation of acceptance by WVDOH for public roadways and rights-of-way, or a maintenance and indemnification agreement and bond approved by the Planning Commission for public roadways that have been completed in accordance with WVDOH standards but which, due to factors other than their quality of construction, are not eligible for acceptance by WVDOH.

F. For private roadways, a letter of acceptance by the entity responsible for maintenance and a Latent Defects Indemnification Agreement and Bond in accordance with this Section.

G. Private Roadway Maintenance Bonds. Before a Performance Agreement and surety for private roadway construction shall be released, a Latent Defects Indemnification Agreement and Bond shall be provided by the applicant/Developer and approved by the Planning Commission. The guarantee provided by such Agreement and Bond must be for a period of two (2) years following the date of performance bond release, and must be in an amount equal to no less than 5% of the original performance bond estimate in accordance with Section 1335.07 (F) of the Subdivision Ordinance.

H. Landscaping Surety. Surety is required to ensure the landscaping shown on the Major S/LD plans is maintained for one (1) year. The one (1) year shall start from the date at which the surety for the site has been released, with the exception of this landscaping surety. The landscaping surety amount shall not be less than $5,000.00 or 10% of the total landscaping cost for the project, which every is greater.

Bond Request No._____

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1335 of the S/LD Ordinance.

Signature of Applicant Kathy Gillespie as Treasurer
Adelphia Land, Inc Date 12/6/2024

Signature of Property Owner (If different than Applicant)

_____ Date _____

Please submit an original completed Application, 1 digital copy and 1 paper copy of the As-Built Plans (if applicable) to the following:

Subdivision Administrator
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

Please also send a copy of the completed Application as well as the As-Builts to the following:

Hatch/Chester Engineers
Attn: Elizabeth Adamowicz
705 Quince Orchard Road, Suite 310
Gaithersburg, MD 20878

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Subdivision Administrator Approval:_____ Date:_____

Engineer Approval:_____ Date:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

NORBORNE GLEBE

PHASE 14-B

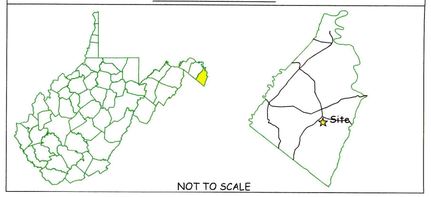
PRELIMINARY SUBDIVISION / LAND DEVELOPMENT PLAT

MAJOR SLD 2021-02

CHARLES TOWN CORP. DISTRICT (3) - MAP 12 - PARCEL 209.4
DEED BOOK 1173 - PAGE 85
CITY OF CHARLES TOWN
JEFFERSON COUNTY, WEST VIRGINIA
ZONED NEIGHBORHOOD RESIDENTIAL (NR)

SITE AS-BUILT

GENERAL LOCATION



SHEET INDEX:

1 - COVER SHEET
2 - GENERAL NOTES
3 - ADJOINING OWNER INFORMATION AND PH
4 - EROSION & SEDIMENT CONTROL PLAN PHA
5-6 - SEDIMENT BASIN DETAILS
7 - EROSION AND SEDIMENT CONTROL PLAN
8-9 - EROSION AND SEDIMENT CONTROL PLAN
10 - EROSION AND SEDIMENT CONTROL PLAN
11 - SITE PLAN
12 - GRADING PLAN
13 - PRELIMINARY PLAT
14 - ROAD PROFILES
15 - STORM PROFILES
16-17 - SANITARY SEWER PROFILES
18 - STORM SEWER & SANITARY LATERAL COM
19 - WATERLINE PROFILES
20 - SWM PLAN
21 - SWM POND DETAILS
22 - BMP PLAN
23-25 - UTILITY DETAILS
26 - SITE DETAILS
27 - LIGHTING DETAILS
28 - LANDSCAPE, FIRE SIGNAGE AND LIGHTING
28A - PHOTOMETRIC PLAN
29-31 - STORM SEWER DETAILS

MORRIS & RITCHIE ASSOCIATES, INC.
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PURCELLVILLE, VA 20132
PHONE: (703) 994-4047
MRAGTA.COM

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Charles Town - Complete List of Waivers/Variances

Ordinance	Section of Ordinance	Description of Waiver or Variance	
SLDO-CTWV	1333.02 (S)(2)	Street design standards. Reduce the minimum cente distance for permanent cul-de-sac streets from 250 feet to 216.5 feet.	June 28, 2021

"This property is in an area designated as a special flood area, as shown on Community Map/panel Number 54037C0138E, Effective date 12/18/2009."

PRELIMINARY PLAN AND PLAT APPROVAL

"This Preliminary Plan was approved by the City of Charles Town, on the 13th day of October, 2022, subject to any conditions specified hereon.

All expenses incurred with respect to improvements for all utility services, paving, grading, landscaping, curbs, gutters, sidewalks, road lighting, road signs, flood protection devices, drainage structures and all other improvements that may be required shall be the responsibility of the subdivider and not the City.

Secretary of the Planning Commision — 10/13/22 Date

STATEMENT OF ACCEPTANCE

"The developer, in signing this plat/plan, agrees to abide by all conditions, terms and specifications provided heron; and to complete all the improvements required by the Preliminary Plat and Plan or site plan."

ARCADIA LAND, INC. — 8/24/2022 Date
108 N. GEORGE STREET 2ND FLOOR
CHARLES TOWN, WEST VIRGINIA 25414

ENGINEER/SURVEYOR'S CERTIFICATION

"The plat represents a survey made by him/her; all Monuments and improvements indicated thereon actually exist, and that their location, size and material are correctly shown; he/she is familiar with all requirements of this Ordinance; and, to his/her best knowledge and belief, all requirements of this Ordinance have been fully complied therewith."

CHRIS BLAIR, PLS — 8/23/22 Date
GREENWAY ENGINEERING, INC.

STATEMENT OF ACCURACY

"The Engineer and/or Surveyor, in signing this plat/plan, attests to the best of his or her knowledge, is plan is complete and accurate."

RANDY L. KEPLER, P.E. — 25 JULY 2022 Date
GREENWAY ENGINEERING INC.

APPROVALS

PRELIMINARY PLAT APPROVAL — DATE

OFFICIAL PLANNING COMMISSION

ZONING ADMINISTRATOR — 10/13/22 DATE

THESE PLANS ARE IN CONFORMANCE WITH CITY OF CHARLES TOWN STANDARDS AND ORDINANCES. ANY DEVIATION OR CHANGE IN THESE PLANS SHALL BE APPROVED BY THE ZONING ADMINISTRATOR PRIOR TO CONSTRUCTION

JON K. ERICKSON LICENSED No. 2302 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR 11/15/24

RANDY L. KEPLER 17223 STATE OF WEST VIRGINIA PROFESSIONAL ENGINEER 25 JULY 2022

Plan Revisions

Date	Comment
11-15-2021	Revised per City of Charles Town/Client Comments
1-14-2022	Revised per City Comments
1-20-2022	Revised lighting and Added Photometric Plan
1-25-2022	Added CTUB Detail
6-10-2022	REVISED END UNIT DRIVWAYS
7-25-2022	ISNY COURT & STORM SEWER REVISION

STATE & LOCAL PERMITS

AGENCY	PERMIT #/APPROVAL DATE
WVDEP	WVR1101047 / TBD
WVDOH	5-02-0050 / 01-23-2002

CALL "MISS UTILITY"

MISS UTILITY OF WEST VIRGINIA (MUWV) AT 811 OR 1-800-245-4848, 48 HOURS PRIOR TO THE START OF WORK. EXCAVATORS MUST NOTIFY ALL PUBLIC UTILITY OPERATORS WHO MAINTAIN UNDERGROUND UTILITY LINES IN THE AREA OF PROPOSED EXCAVATING OR BLASTING AND HAVE THOSE FACILITIES LOCATED BY THE UTILITY COMPANIES PRIOR TO COMMENCING EXCAVATION. THE EXCAVATOR IS RESPONSIBLE FOR COMPLIANCE WITH ALL COUNTY REQUIREMENTS, WEST VIRGINIA CODE AND REGULATIONS.

UTILITY NOTICE (AS NEEDED)

Contractors shall notify all public utility operators who maintain underground utility lines in the area of proposed excavating or blasting at least two (2) working days, but not more than ten (10) working days, prior to commencement of excavation or demolition. Names and telephone numbers of the operators of underground utility lines appear below. These numbers shall also be used to serve in an emergency condition.

Water:	Charles Town Utility Board 832 S. George Street Charles Town, WV 25414 (304) 725-2316
Sewer:	Charles Town Utility Board 832 S. George Street Charles Town, WV 25414 (304)725-2316
Power:	Potomac Edison P.O.Box 3615 Akron, OH 44309 (800) 686-0011
Phone:	Frontier Communications 1108 N. Mildred Street Ranson, WV 25438 (304) 728-8500
Soil Conservation:	Eastern Panhandle Conservation District 151 Aikens Center, Suite 2 Martinsburg, WV 25404 (304) 263-4376

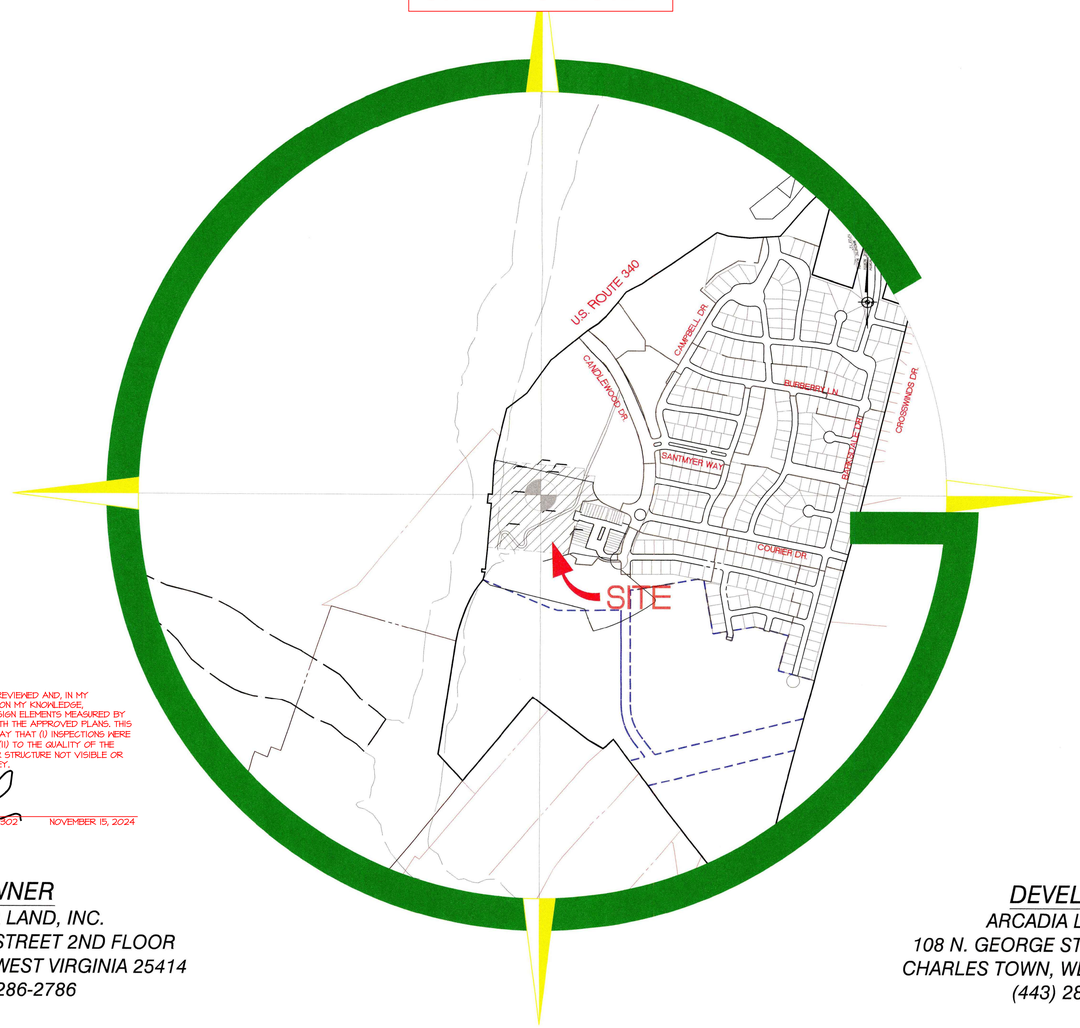
AS-BUILT CERTIFICATION

THE PHYSICAL SURVEY HAS BEEN REVIEWED AND, IN MY PROFESSIONAL OPINION BASED UPON MY KNOWLEDGE, INFORMATION, AND BELIEF, THE DESIGN ELEMENTS MEASURED BY THE PHYSICAL SURVEY COMPLY WITH THE APPROVED PLANS. THIS REVIEW DOES NOT IMPLY IN ANY WAY THAT (I) INSPECTIONS WERE MADE DURING THE CONSTRUCTION, (II) TO THE QUALITY OF THE WORK, OR (III) TO ANY ELEMENT OR STRUCTURE NOT VISIBLE OR DEPICTED ON THE PHYSICAL SURVEY.

JON K. ERICKSON — WVPS#2302 — NOVEMBER 15, 2024

OWNER
ARCADIA LAND, INC.
108 N. GEORGE STREET 2ND FLOOR
CHARLES TOWN, WEST VIRGINIA 25414
(443) 286-2786

DEVELOPER
ARCADIA LAND, INC.
108 N. GEORGE STREET 2ND FLOOR
CHARLES TOWN, WEST VIRGINIA 25414
(443) 286-2786



VICINITY MAP

SCALE: 1" = 600'

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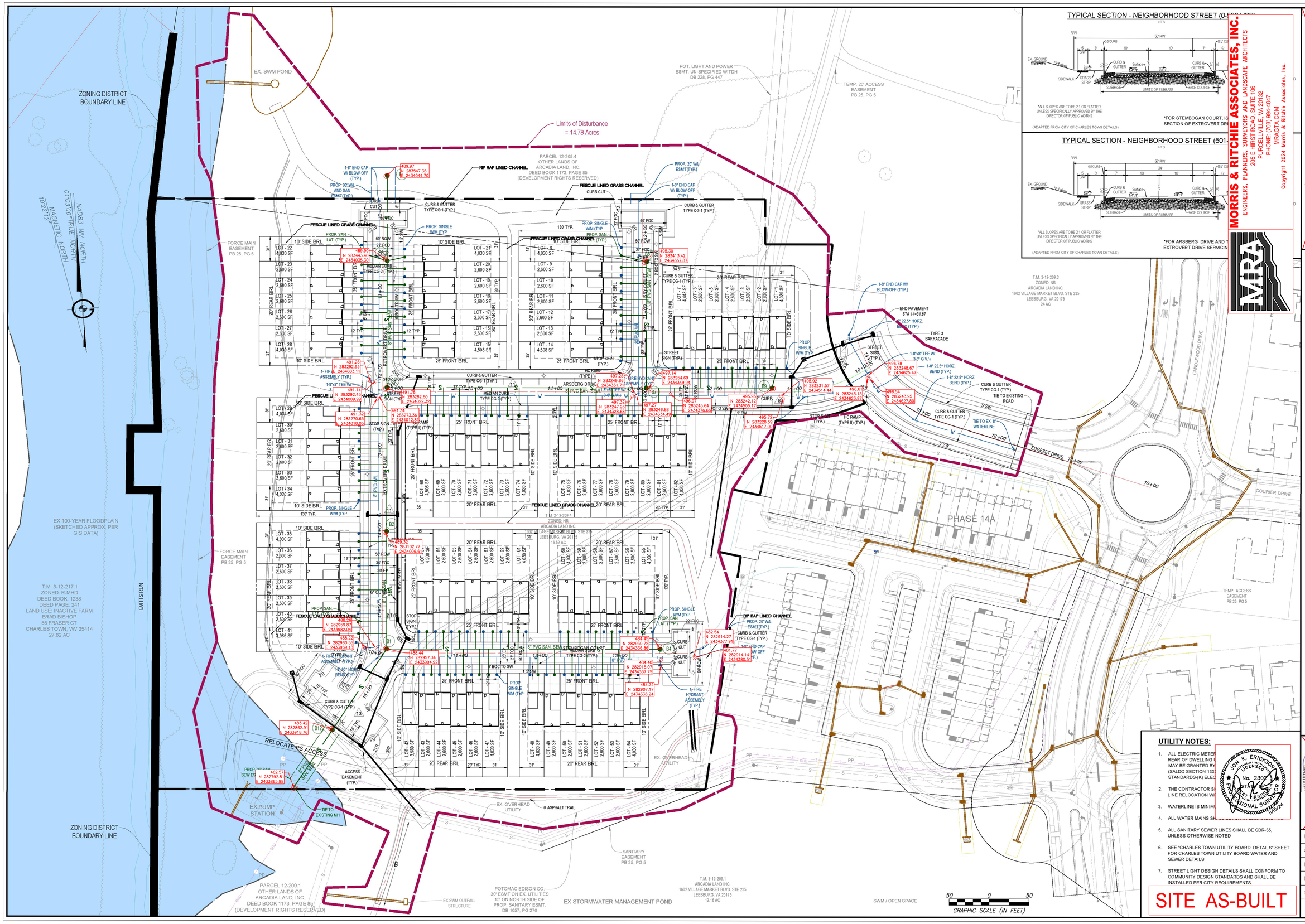
COVER SHEET
NORBORNE GLEBE
PHASE 14 B
CHARLES TOWN CORP. DISTRICT (3) - MAP 12 - PARCEL 209.4 - DEED BOOK 1173 - DEED PAGE 85
CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

Date: 07/02/2021
Scale: AS NOTED
Designed By: CSK
File No. 4542A
Sheet 1 Of 31

SHEET 1 OF 6

LIST OF SERVICES: CIVIL ENGINEERING | GIS | LAND SURVEYING | ENVIRONMENTAL | ANALYTICAL LABORATORY | QUALITY CONTROL TESTING & INSPECTIONS

L:\Projects\Norborne Glebe\Ph 14\14-B-Sub\Sht-Dwg 11\05\2024 2:56:45 PM AutoCAD PDF (General Documentation).pc3



TYPICAL SECTION - NEIGHBORHOOD STREET (0.500 ADT)

NTS

*ALL SLOPES ARE TO BE 2:1 OR FLATTER UNLESS SPECIFICALLY APPROVED BY THE DIRECTOR OF PUBLIC WORKS

(ADAPTED FROM CITY OF CHARLES TOWN DETAILS)

*FOR STEMBOGAN COURT, IS SECTION OF EXTROVERT DR

TYPICAL SECTION - NEIGHBORHOOD STREET (501

NTS

*ALL SLOPES ARE TO BE 2:1 OR FLATTER UNLESS SPECIFICALLY APPROVED BY THE DIRECTOR OF PUBLIC WORKS

(ADAPTED FROM CITY OF CHARLES TOWN DETAILS)

*FOR ARSBERG DRIVE AND T EXTROVERT DRIVE SERVICIN

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SITE PLAN

NORBORNE GLEBE

PHASE 14 B

CHARLES TOWN CORP. DISTRICT (3) - MAP 12 - PARCEL 209.4 - DEED BOOK 1173 - DEED PAGE 85

CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

UTILITY NOTES:

1. ALL ELECTRIC METER… REAR OF DWELLING U… MAY BE GRANTED BY … (SALDO SECTION 133… STANDARDS-(K) ELEC…
2. THE CONTRACTOR SH… LINE RELOCATION WI…
3. WATERLINE IS MINIM…
4. ALL WATER MAINS SH…
5. ALL SANITARY SEWER LINES SHALL BE SDR-35, UNLESS OTHERWISE NOTED
6. SEE "CHARLES TOWN UTILITY BOARD DETAILS" SHEET FOR CHARLES TOWN UTILITY BOARD WATER AND SEWER DETAILS
7. STREET LIGHT DESIGN DETAILS SHALL CONFORM TO COMMUNITY DESIGN STANDARDS AND SHALL BE INSTALLED PER CITY REQUIREMENTS.

JON K. ERICKSON — No. 2307 — STATE OF WEST VIRGINIA — PROFESSIONAL SURVEYOR — 10/25/24

RANDY S. KEPLER — 23223 — STATE OF WEST VIRGINIA — PROFESSIONAL ENGINEER — 10/25/24

SITE AS-BUILT

Date:	07/02/2021
Scale:	1" = 50'
Designed By:	CSK
File No.	4542A
~~Sheet~~	~~11~~ Of ~~31~~

SHEET 2 OF 6

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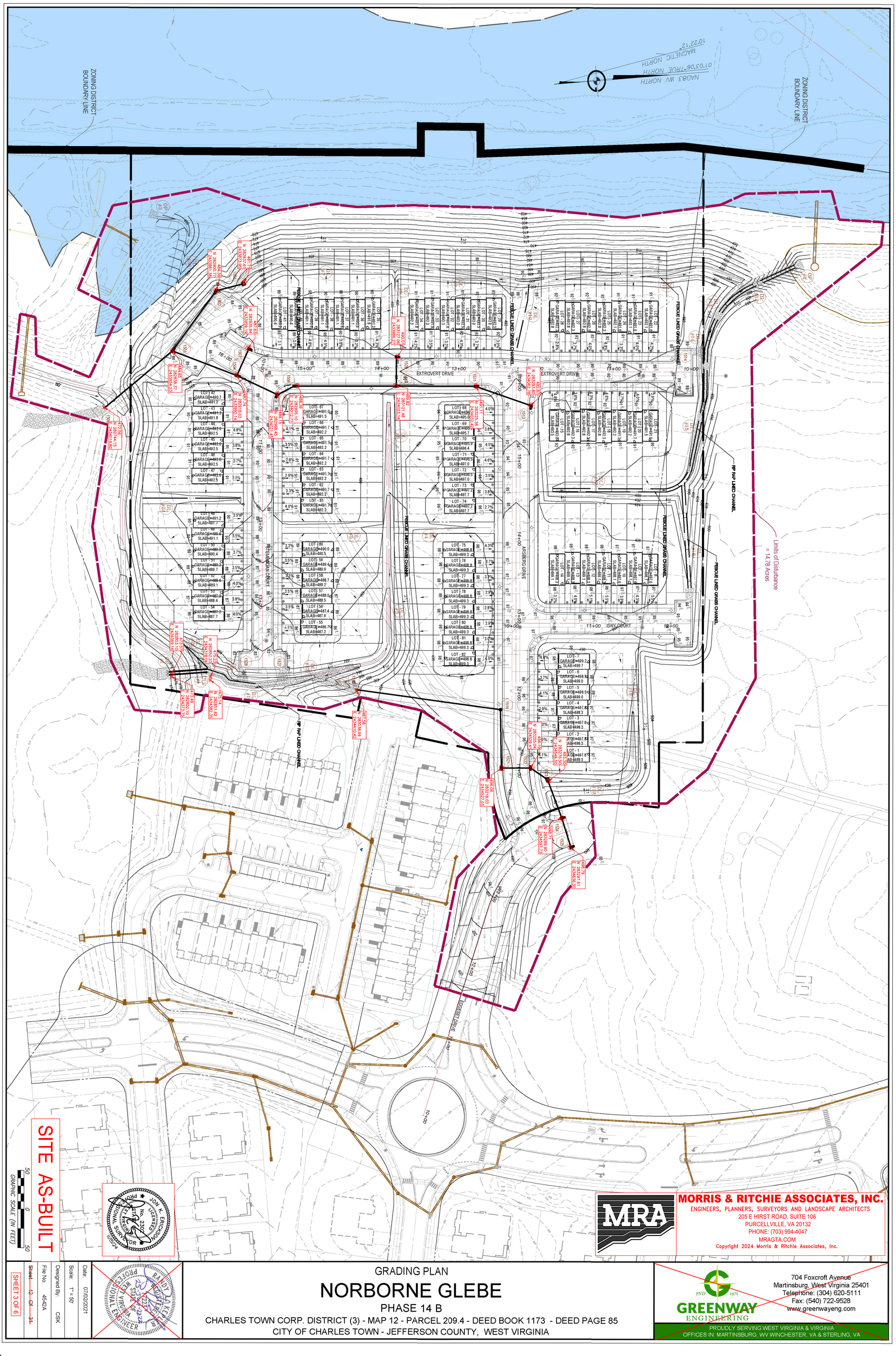

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GRADING PLAN

NORBORNE GLEBE

PHASE 14 B

CHARLES TOWN CORP. DISTRICT (3) - MAP 12 - PARCEL 209.4 - DEED BOOK 1173 - DEED PAGE 85
CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

Date	07/02/2021
Scale	1" = 50'
Designed By	CSK
File No.	4542A
Sheet	12 Of 34

SHEET 3 OF 6

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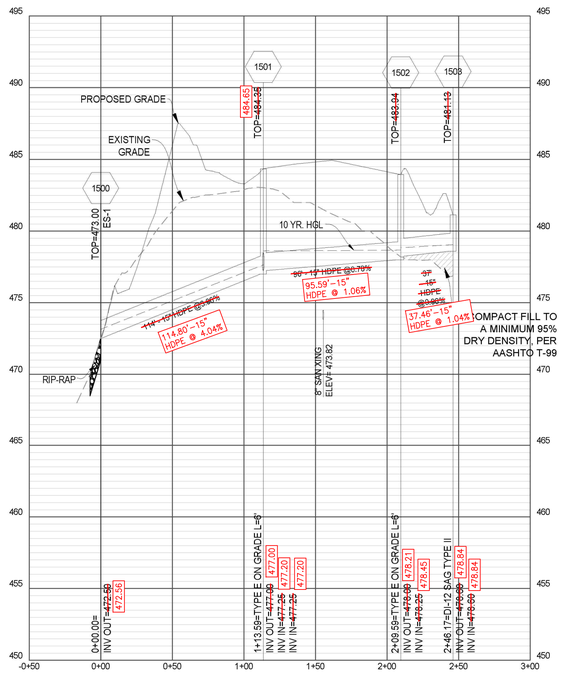
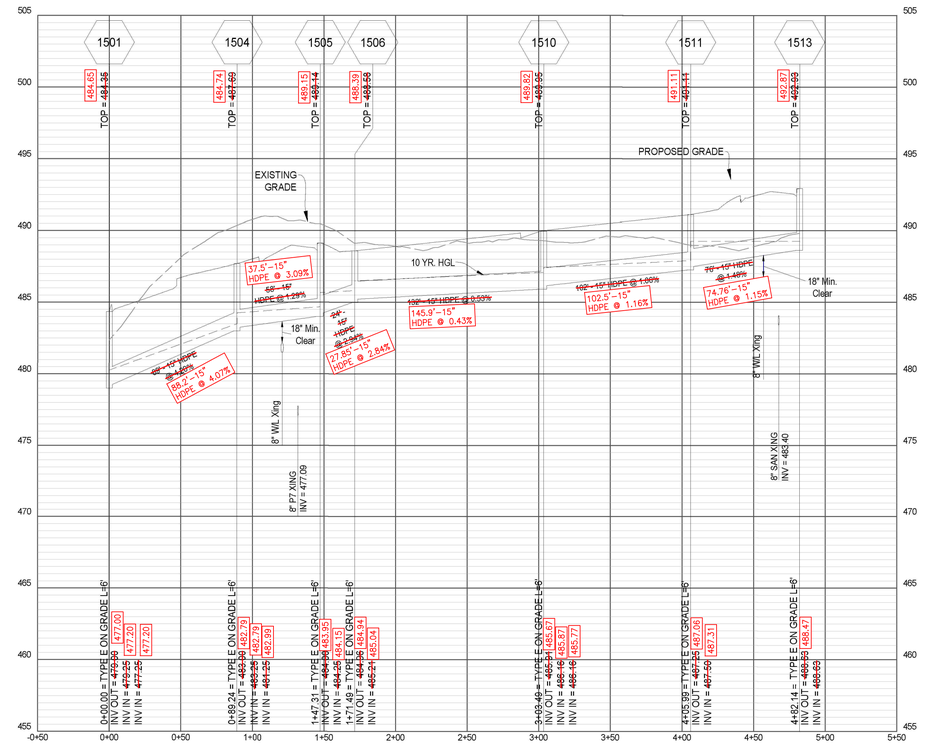
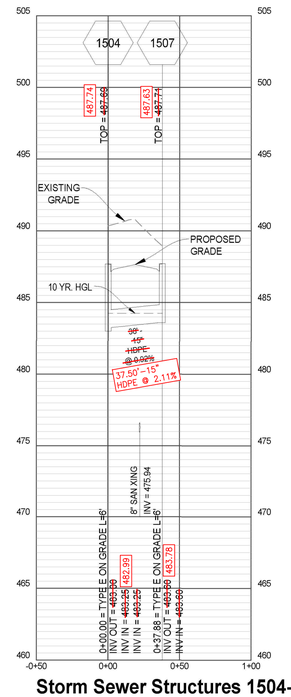


Storm Sewer Structures 1500-1503
Horizontal Scale: 1" = 50' & Vertical Scale: 1" = 5'



Storm Sewer Structures 1501-1513
Horizontal Scale: 1" = 50' & Vertical Scale: 1" = 5'



Storm Sewer Structures 1504-1507
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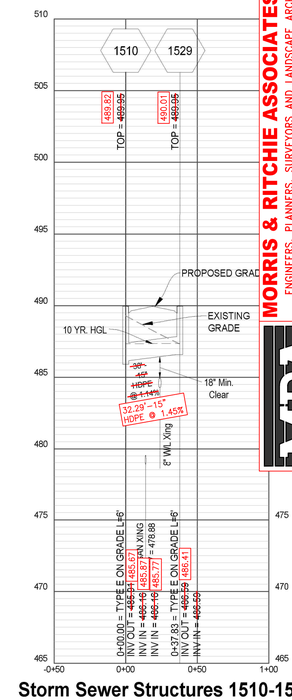
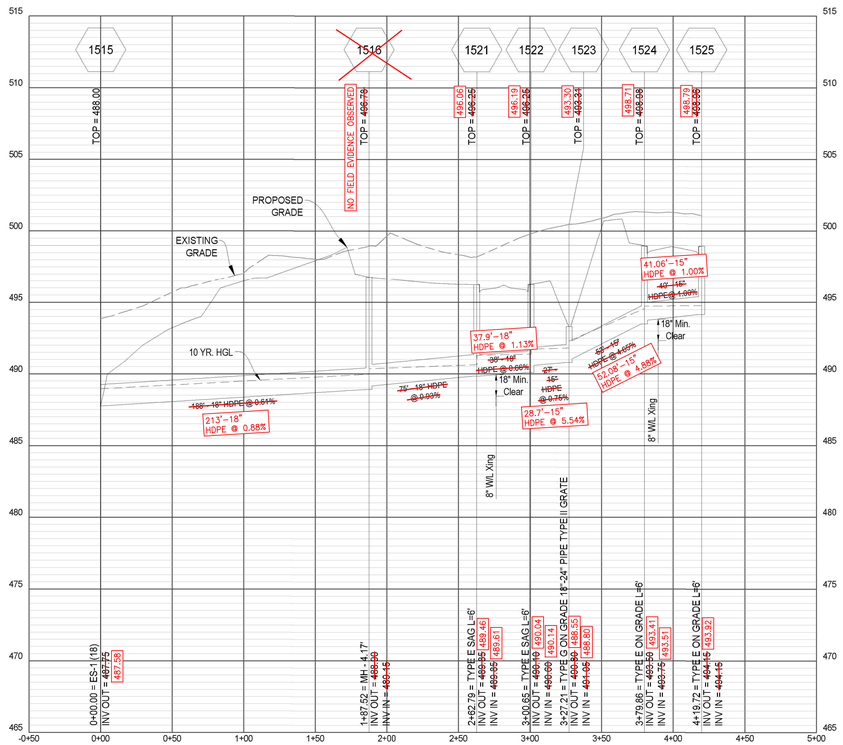
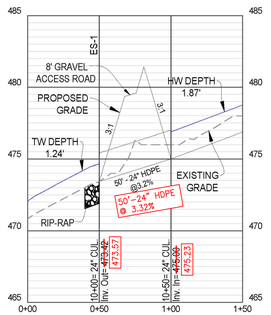


Storm Sewer Structures 1510-1529
Horizontal Scale: 1" = 50' & Vertical Scale: 1" = 5'



Storm Sewer Structures 1515-1525
Horizontal Scale: 1" = 50' & Vertical Scale: 1" = 5'



Storm Sewer Culvert #1
Horizontal Scale: 1" = 50' & Vertical Scale: 1" = 5'

OUTLET PROTECTION COMPUTATIONS

Outlet Protection No.	Outlet Type	No.	Tailwater Condition	Velocity (ft/s)	Do (in)	Total Discharge (cfs)	D50 (ft)	3Do (ft) 5' Min.	Min. La (ft)	Min. W (ft)	Rip-Rap Size	Rip-Rap Volume (CY)
1	Culvert	1	Tw>=0.5Do	5.82	24	23.82	0.50	18	16	9	R-3	5.0
2	Ditch	12	Tw<0.5Do	4.08	18	9.58	0.50	5	9	11	R-3	3.9
3	Ditch	23	Tw<0.5Do	4.01	18	0.86	0.50	5	9	11	R-3	3.9

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STORM PROFILES
NORBORNE GLEBE
PHASE 14 B
CHARLES TOWN CORP. DISTRICT (3) - MAP 12 - PARCEL 209.4 - DEED BOOK 1173 - DEED PAGE 85
CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

JOHN K. ERICKSON LICENSED PROFESSIONAL SURVEYOR No. 2302 STATE OF WEST VIRGINIA 11/05/24

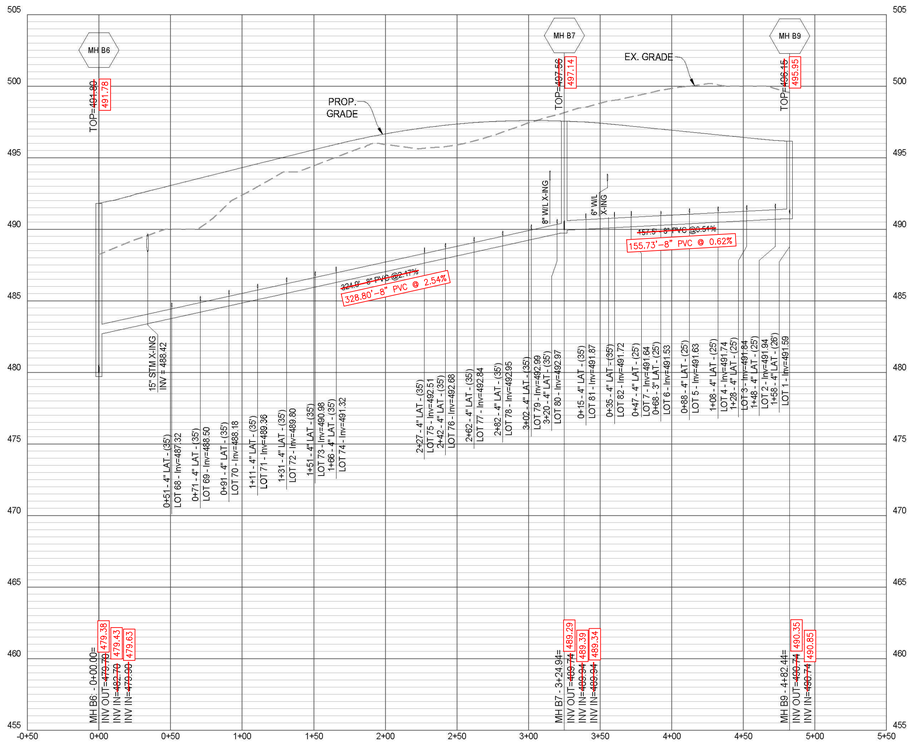
CINDY LAKE FREE REGISTERED PROFESSIONAL ENGINEER 22223 STATE OF WEST VIRGINIA PROFESSIONAL ENGINEER

GRAPHIC SCALE (IN FEET) 5 0 5
50 0 50
GRAPHIC SCALE (IN FEET)

Date: 07/02/2021
Scale: AS NOTED
Designed By: CSK
File No. 4542A
Sheet 15 Of 31

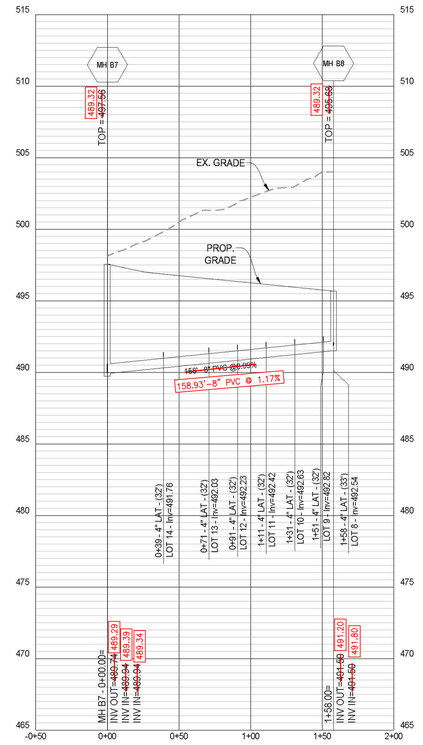
SHEET 4 OF 6

SITE AS-BUILT



SANITARY SEWER MH B6 TO MH B9

HORIZONTAL SCALE: 1" = 50' & VERTICAL SCALE: 1" = 5'



SANITARY SEWER MH B7 TO MH B8

HORIZONTAL SCALE: 1" = 50' & VERTICAL SCALE: 1" = 5'

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SANITARY SEWER PROFILES

NORBORNE GLEBE

PHASE 14 B

CHARLES TOWN CORP. DISTRICT (3) - MAP 12 - PARCEL 209.4 - DEED BOOK 1173 - DEED PAGE 85
CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

Rev. No.	Date
1	7/18/2022

JON K. ERICKSON LICENSED PROFESSIONAL ENGINEER No. 23021 STATE OF WEST VIRGINIA 7/18/24

RANDY LAKE FREELAND REGISTERED PROFESSIONAL ENGINEER 17223 STATE OF WEST VIRGINIA 23-24-2223

GRAPHIC SCALE (IN FEET) VERTICAL: 5 0 5

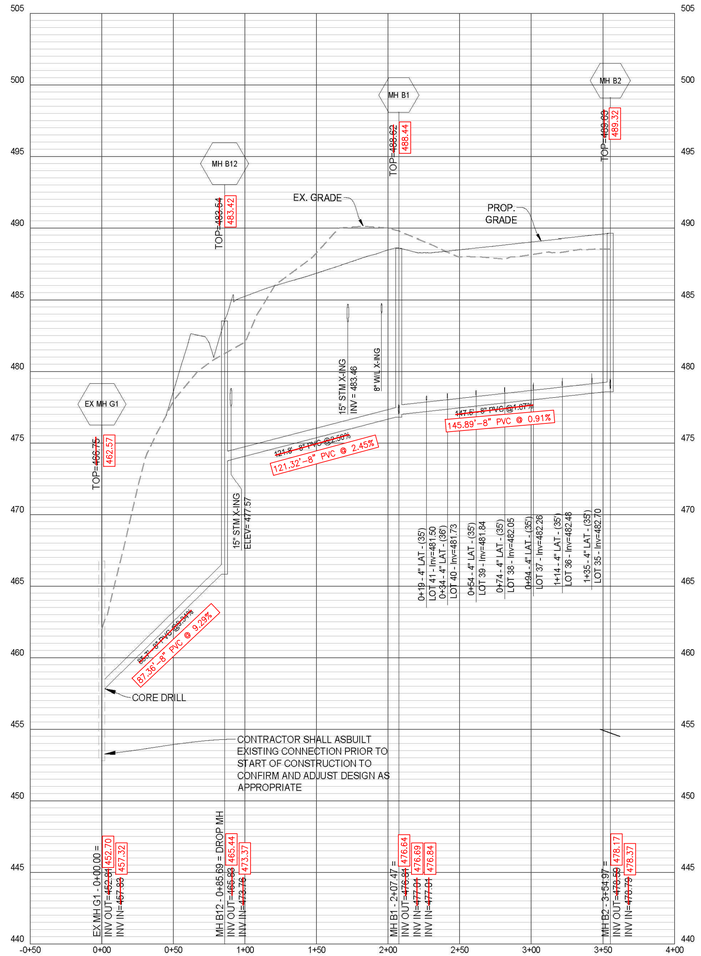
GRAPHIC SCALE (IN FEET): 50 0 50

Date:	07/02/2021
Scale:	AS NOTED
Designed By:	CSK
File No.	4542A
~~Sheet~~	~~16~~ ~~Of~~ ~~31~~

SHEET 5 OF 6

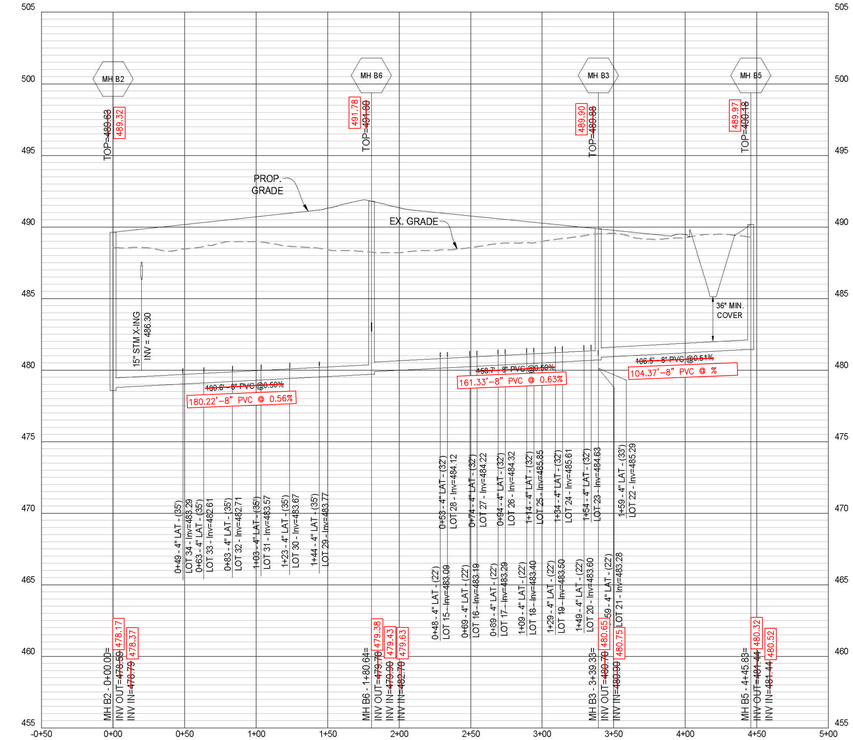
SITE AS-BUILT

P:\Projects\Norborne Glebe\As-built\Section 14 B\14 B as built.dwg, 11/20/2024 2:55:51 PM, AutoCAD PDF (General Documentation).pc3



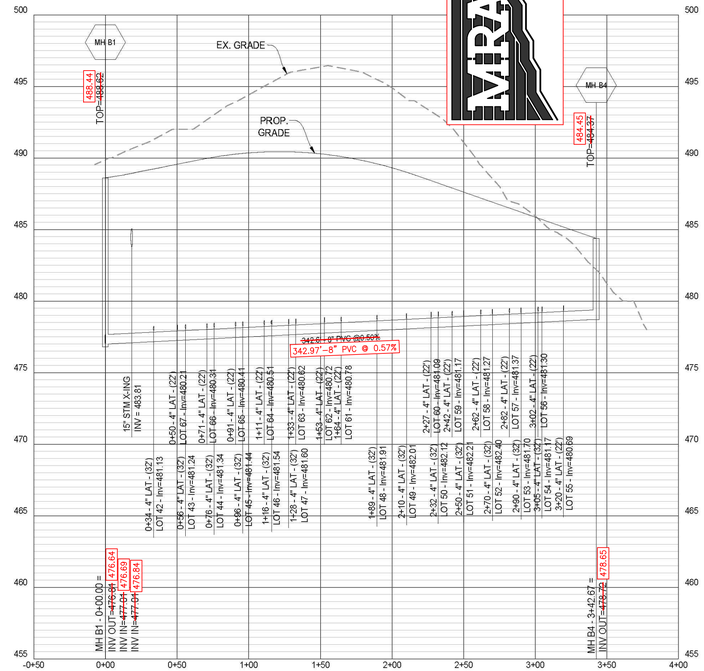
SANITARY SEWER EX. MH G1 TO MH B2

HORIZONTAL SCALE: 1" = 50' & VERTICAL SCALE: 1" = 5'



SANITARY SEWER MH B2 TO MH B5

HORIZONTAL SCALE: 1" = 50' & VERTICAL SCALE: 1" = 5'



SANITARY SEWER MH B1 TO MH B4

HORIZONTAL SCALE: 1" = 50' & VERTICAL SCALE: 1" = 5'

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
205 E HIRST ROAD, SUITE 106
PURCELLVILLE, VA 20132
PHONE: (703) 994-4047
MRAGTA.COM
Copyright 2024 Morris & Ritchie Associates, Inc.

704 Foxcroft Avenue
Martinsburg, West Virginia 25401
Telephone: (304) 620-5111
Fax: (540) 722-9528
www.greenwayeng.com
GREENWAY ENGINEERING
PROUDLY SERVING WEST VIRGINIA & VIRGINIA
OFFICES IN: MARTINSBURG, WV WINCHESTER, VA & STERLING, VA

SANITARY SEWER PROFILES

NORBORNE GLEBE

PHASE 14 B

CHARLES TOWN CORP. DISTRICT (3) - MAP 12 - PARCEL 209.4 - DEED BOOK 1173 - DEED PAGE 85
CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

JON K. ERICKSON LICENSED PROFESSIONAL ENGINEER No. 23027 STATE OF WEST VIRGINIA 11/05/24

GRAPHIC SCALE (IN FEET) VERTICAL: 5 0 5

50 0 50
GRAPHIC SCALE (IN FEET)

JON K. ERICKSON LICENSED PROFESSIONAL ENGINEER 17736 15/11/2022 STATE OF WEST VIRGINIA

Date:	07/02/2021
Scale:	AS NOTED
Designed By:	CSK
File No.	4542A
Sheet	~~17~~ Of ~~31~~

SHEET 6 OF 6

SITE AS-BUILT

L:\Projects\Norborne Glebe\As-built\Section 14 B\14 B as-built.dwg, 11/20/2024 2:04:53 PM, AutoCAD PDF (General Documentation).pc3

Kimley»Horn

Memorandum

To: Daniel Murphy
Project Manager
Greenway Engineering
704 Foxcroft Avenue
Martinsburg, WV 25401

From: Mark Phillips, P.E.

Through: James Newman
City of Charles Town
101 E Washington Street
Charles Town, WV 25414

Date: April 30, 2025

Subject: Norborne Glebe Subdivision Phase 14B Revised Bond Release Request

This memorandum summarizes our review of the Revised Bond Release Request for the Norborne Glebe Subdivision Phase 14B Bond Release application (dated April 21, 2025, prepared by Arcadia Land, Inc) for a bond release (Performance and Land Disturbance) of $819,036. Using the Final Subdivision/Land Development Plat dated July 25, 2022, and a site visit conducted on February 10, 2025, we have no further comments.

Kimley-Horn finds the bond release request to be in conformance with the plans and materials provided by the Applicant and recommends approval of the release request.

Thank you for the opportunity to review this Bond Release Request. In the meantime, please feel free to contact us at 703-870-3631 should you have any questions.

KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager, Associate

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/16/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-612: ANX2025-01: First Reading of an Annexation Request for 54 Federal Way

Proposed Motion: Approve the first reading of annexation for 54 Federal Way (Tax Map: 10A / Pcl 23) and zone the parcel for General Commercial.

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Petition - Quijadas.pdf
- 4. Petition- Romero.pdf

Annexation Request

ANX2024-01

Date: For the June 16, 2025 City Council meeting – First Read

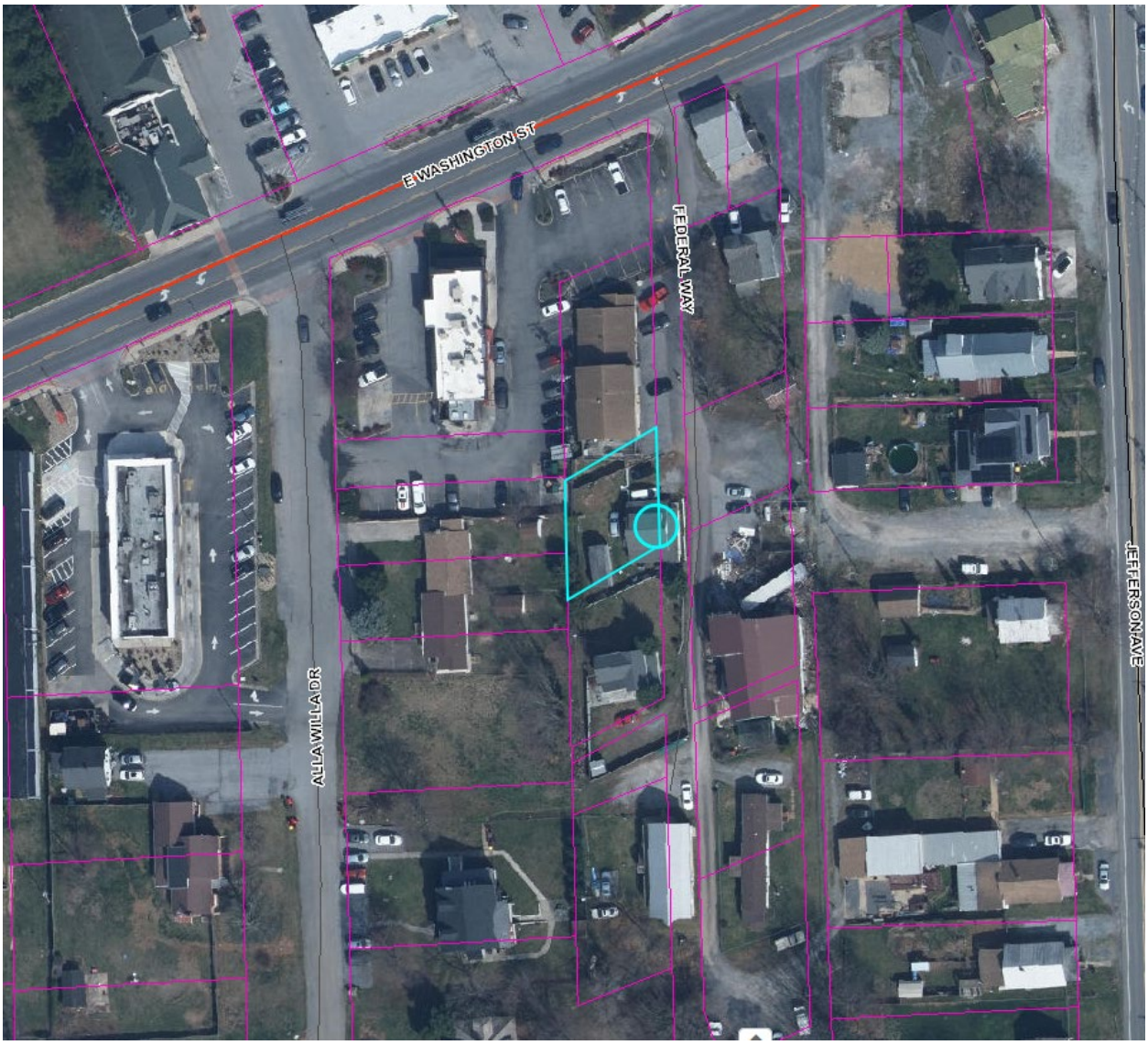
Applicant: Romero E. Quijadas

Property Owner: Romero E. Quijadas

Report by: James Newman, City Planner, Zoning/Subdivision Administrator.

Proposal: Annexation Request

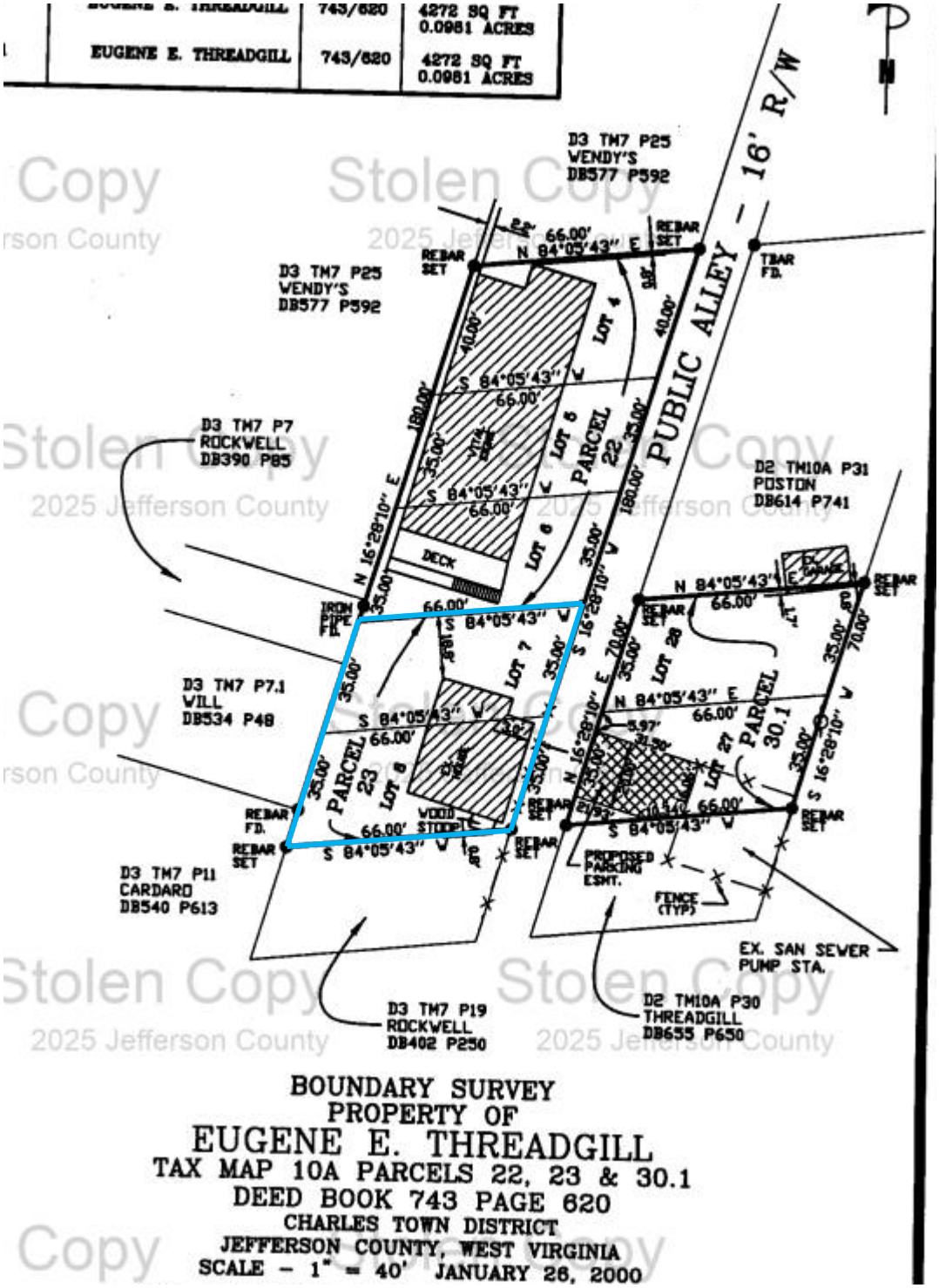
Property Location: TD 2 / Map: 10A / Pcl 23



PROJECT OVERVIEW

Request to annex two lots from Jefferson County into the municipal limits of the City of Charles Town. Each lot is 66 ft x 35 ft (2,310 sq. ft.); the combined area of the two lots is 1/10th of an acre in area.

PROPERTY SURVEY



Stolen Copy
2025 Jefferson County

ADJACENT ZONING

Adjacent properties within City limits are all zoned General Commercial;



Key

Red – General Commercial

Tan – Jefferson County zoning

CONDITIONS OF ANNEXATION

The applicant has not proffered any Conditions of Annexation.

USE

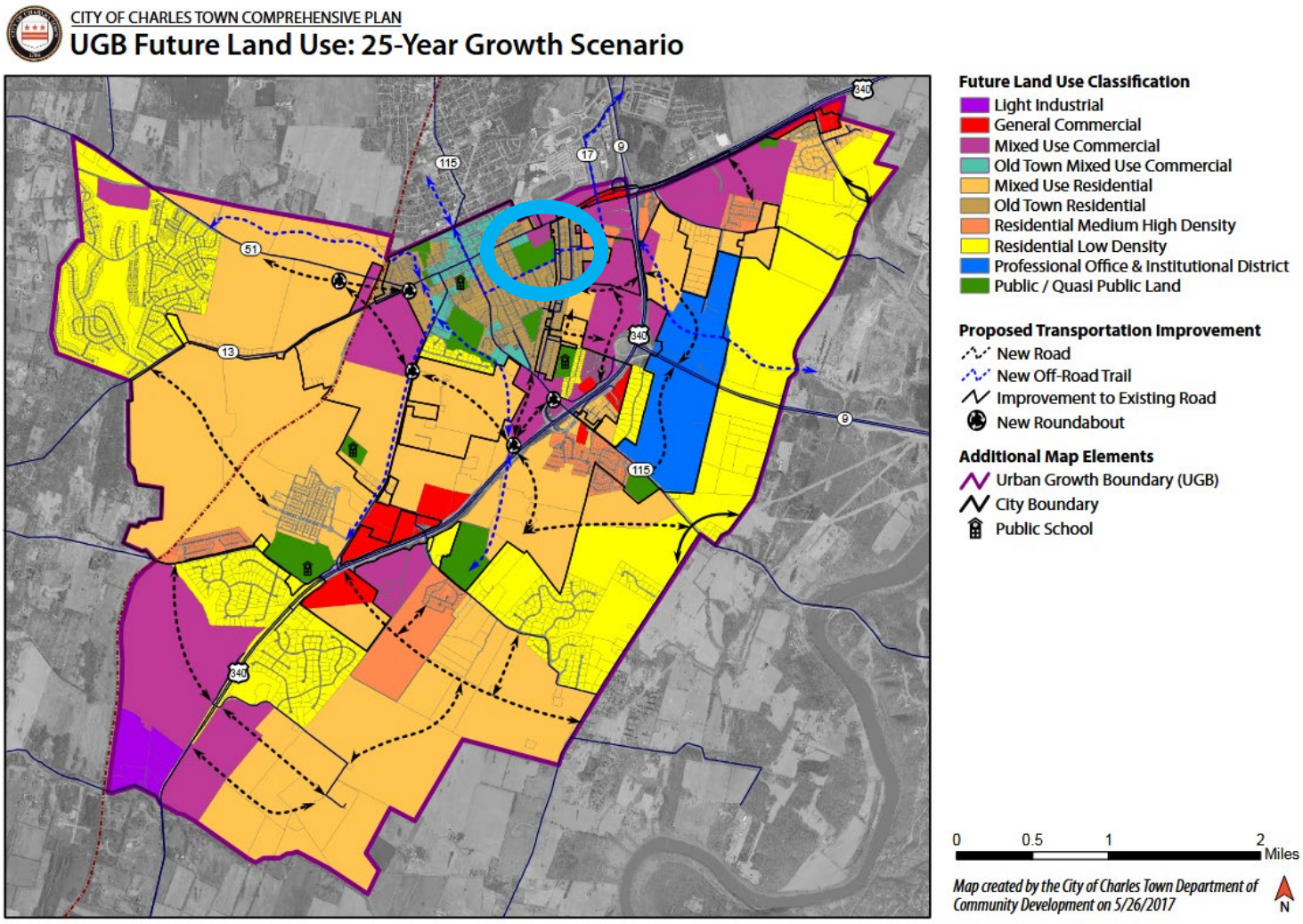
Applicant proposes to use the property as a taxi service. The use is classified as "Single Tenant Office Building", which is defined as:

"OFFICE BUILDING, SINGLE-TENANT – A building containing the offices of a single business or company. Generally contains offices, meeting rooms, and storage facilities. May have ancillary support services such as a cafeteria, gym facilities, and/or a daycare."

CHARLES TOWN ZONING ORDINANCE DISTRICT USE TABLE Key: P – Permitted Use S – Special Exception Use PA – Permitted Accessory Use SA – Special Exception Accessory Use		ZONING DISTRICTS						
		Residential Low Density	Residential Medium-High Density	Neighborhood Residential	Neighborhood Commercial	General Commercial	Old Town Mixed Use Commercials	Old Town Residential
ITE Code	Land Use	R-3	R-15	NR	NC	GC	OT-MUC	OT-R
715	Single Tenant Building			P	P	P	P	

COMPREHENSIVE PLAN

The 2040 Comprehensive Plan designates this property as Mixed-Use Commercial. The property is circled in blue below:



The Comprehensive Plan defines *Mixed-Use Commercial* Future Land Use as:

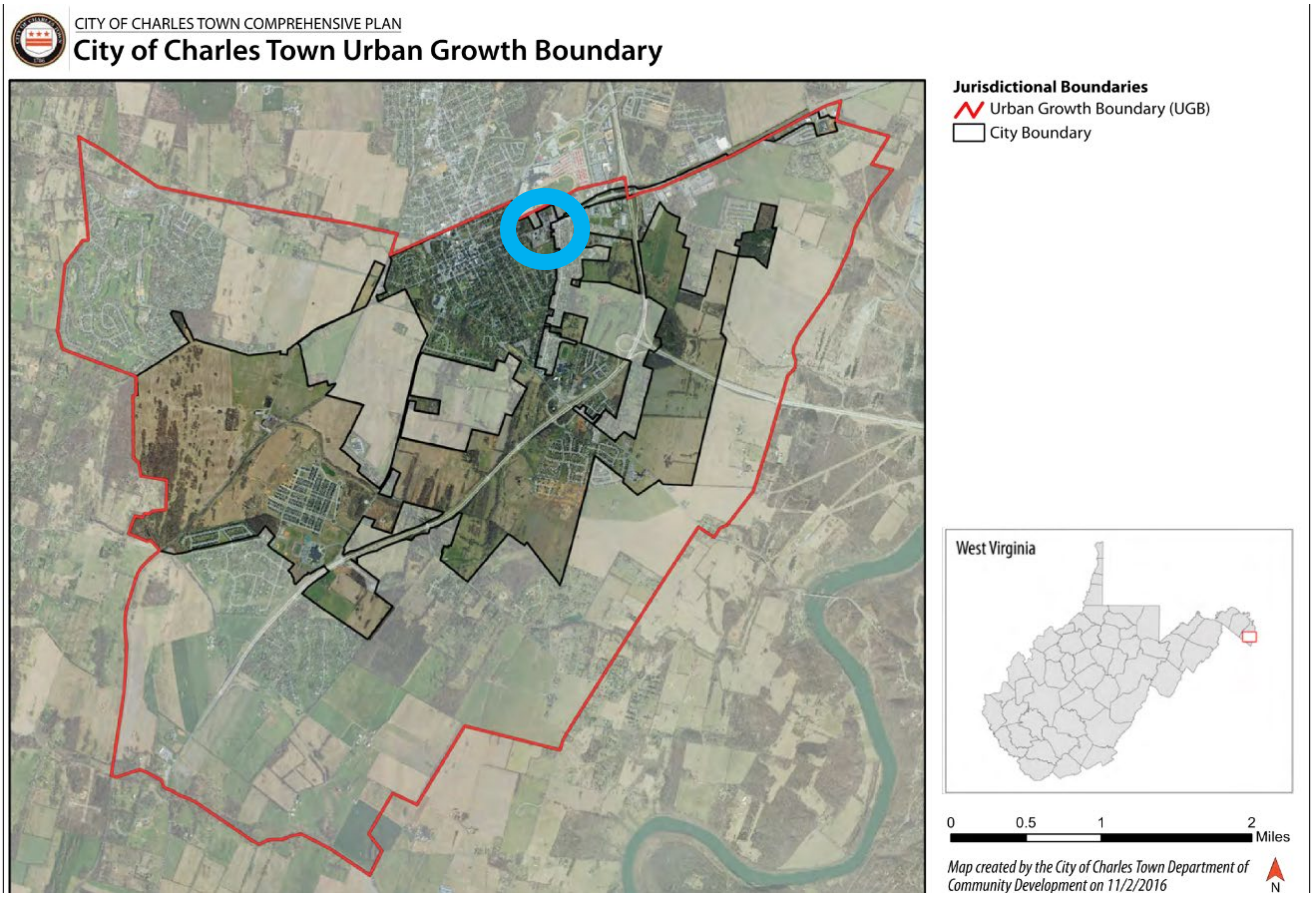
Mixed Use Commercial Future Land Use plans provide for necessary commercial uses of a convenient nature within residential areas. These plans encourage the formation and continuance of stable, healthy, and compatible environments that are located to provide nearby residential areas with convenient shopping and service facilities, reduce traffic congestion, and avoid the development of strip malls. The non-descript anywhere USA" look and feel of strip malls are not desired. This is similar with the Old Town Mixed Use which anticipates buildings pulled up to the front of the street and is a much more pedestrian centric environment.

Compatibility and integration with residential character of the area surrounding the mixed use commercial zone shall be of primary consideration. The City prefers vertical mixed use commercial development over horizontal mixed use development. However, in situations where horizontal mixed use development is proposed, greater attention to multimodal connectivity and accessibility will be imperative.

-Comprehensive Plan page 74

URBAN GROWTH BOUNDARY

The property lies within the Urban Growth Boundary for future annexations:



ANNEXATION CRITERIA

The Planning Commission shall consider the most appropriate Zoning District classification(s) for any property proposed for Annexation and provide a recommendation to City Council. Upon Annexation, City Council shall consider the Planning Commission's recommendation and designate the property within one or more appropriate Zoning Districts --- Zoning Ordinance Section 1321.05, Applicability

That language conflicts with the following:

The Urban Reserve (UR) District is the zoning classification which is applied to annexed parcels upon approval and assignment into the City's jurisdiction. The UR District is a temporary holding district meant to accommodate existing Uses until the most appropriate zoning classification is enacted through the zoning amendment provisions specified under Section 1321.12 of this Ordinance --- Zoning Ordinance Section 1322.05, Urban Reserve

PLANNING COMMISSION

The Planning Commission held a public hearing for this item on May 27, 2025. There were no public comments. The Commission voted to recommend that the Council approve the annexation and zone the properties to General Commercial.

CONCLUSION

The applicant is proposing to annex two parcels into the municipal limits of the City. These parcels are the only ones on the west side of Federal Drive which are still in the County. This annexation will help fill in the City's Urban Growth Boundary, will bring the entire west side of Federal Drive into the City's jurisdiction, and provide tax revenue to the City. If annexed, the property will enter the Urban Reserve Zoning District.

RECOMMENDATION

Approval of the annexation, and zoning the property to General Commercial.

RECEIVED

MAR 13 2025

BY:

Annexation No._____

PETITION FOR ANNEXATION

Fee: $1,110

1. PUBLIC NOTICE
   Annexation requires public hearings at the Planning Commission and City Council.

1. DATE: March 12, 2025

2. APPLICANT'S NAME* Romero Edix Quijadas

Address: 54 Federal Way, Charles Town, WV 25414

Telephone Number (703)839-0123

Email Address RositaPerez0404@gmail.com

3. PROPERTY OWNER'S NAME same as above

Address:

Telephone Number ( )

Email Address

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

4. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY: (list all parcels that apply)

Property Address: 54 Federal Way, Charles Town, WV 25414

Tax Map # and Parcel(s): 19-02-010A-0023-0000

Property Area in Square Feet or Acres: 0.109 acres

5. PROVIDE SCALED MAP OF THE PROPERTY CLEARLY SHOWING THE PROPERTY'S LOCATION AND PROPERTY AREA IN SQUARE FEET AND/OR ACRES:

6. DESCRIPTION OF APPLICANT'S INTEREST IN THE PROPERTY:

[X] Owner [ ] Buyer [ ] Other (specify)

7. DESCRIPTION OF THE PRESENT USE(S) OF THE PROPERTY AND EXISTING ZONING DISTRICT:

The property is currently being used as a private residence. And the existing zoning is residential / light industrial / commercial.

8. REQUESTED ZONING FOR THE PROPERTY:

Urban Reserve

9 DESCRIPTION OF THE PROPOSED USE(S) OF THE PROPERTY:

Private residence

10. DESCRIBE HOW THE REQUESTED ZONING WILL BE CONSISTENT WITH THE OBJECTIVES AND POLICIES OF THE CHARLES TOWN COMPREHENSIVE PLAN:

Will follow up with rezoning request to General Commericial to match "neighborhood" after annexation is complete.

11. CONDITIONS OF ANNEXATION

If applicant is proposing conditions for the annexation, such conditions must be provided in writing as part of this application.

NOTES

Additional exhibits may be required by the Zoning Administrator such as a plot plan or site plan showing existing and if applicable, proposed structures, easements, watercourses, curb cuts and description of the uses of adjacent property that are necessary to describe existing or proposed conditions.

Any desire to amend or withdraw this petition must be submitted in writing to the Zoning Administrator. Also, if ownership of any part of or all of the real property subject to the petition shall change during the pendency of the petition, the Petitioner shall immediately notify the Zoning Administrator in writing.

CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read the City of Charles Town Annexation Policy and relevant provisions of the Charles Town Zoning and Subdivision/Land Development Ordinances outlining applicable procedures.

Signature of Applicant

_____ Date _____

Signature of Owner(s) (If different than Applicant)

_____ Date _____

Please submit an original completed application to the following:

At City Hall:	Or	Via Mail:
Zoning Administrator City of Charles Town 101 E. Washington Street Charles Town, WV 25414		Zoning Administrator City of Charles Town PO BOX 14 Charles Town, WV 25414

FOR CITY USE ONLY

Application Number:_____ Date Petition Received:_____

Fee: $_____ Check No._____ Receipt No._____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

BEFORE THE TOWN COUNCIL OF THE MUNICIPALITY OF CHARLES TOWN

IN RE:	)	**PETITION FOR ANNEXATION**
	)	**OF KENDALL QUIJADAS**

Your Petitioner would respectfully say unto the Honorable Mayor and the Members of the Town Council of Charles Town, as follows:

-1-

This Petition for Annexation is brought before the Mayor and Council pursuant to §8-6-4 of the West Virginia Code.

-2-

The Petitioner, Kendall Quijadas, is a qualified voter residing at those certain lands located in Jefferson County, West Virginia, situate in the vicinity of the corporate limits of the City of Charles Town, and in the planned urban growth area thereof, which lands are described as all that certain parcel of real estate in the Charles Town District comprised of Tax Map 10A, Parcel 23 as the same is more particularly shown and described on Exhibit "A" hereto attached and incorporated herein.

-3-

Simultaneously with the filing of this Petition is the Petition of Edix Quijadas Romero, the sole freeholder of said parcel and the only other qualified voter thereon.

WHEREFORE, your Petitioner requests the following:

a) If satisfied that the Petition is sufficient in every respect, that the Town Council enter that fact into its journal and forward a certificate to that effect to the Jefferson County Commission.

b) That the Town Council provide, by ordinance, according to law, for the annexation of the additional territory.

c) That the Town Council perform all acts required of it under §8-6-4 of the West Virginia Code in connection with this proposed annexation.

Kendall Quijadas

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON, to-wit:

Kendall Quijadas, Petitioner named in the foregoing Petition for Annexation, being duly sworn, says that the facts and allegations contained therein are true, except so far as they are therein stated to be on information, and that so far as they are therein stated to be upon information, he believes them to be true.

KENDALL QUIJADAS

Taken, subscribed and sworn to before me, the undersigned Notary Public, this 7th day of March 2025, by **Kendall Quijadas**.

OFFICIAL SEAL
Notary Public, State of West Virginia
Jayne E Stotler
1753 Henshaw Road
Inwood, WV 25428
My commission expires June 8, 2028

Jayne E. Stotler
Notary Public

My commission expires: June 8, 2028

EDIX A. QUIJADAS ROMERO
METES AND BOUNDS DESCRIPTION
54 FEDERAL WAY CHARLESTOWN WV 25414
DEED BOOK 1247, PAGE 198
(TM) 2-10A-23

Beginning at an iron rebar set, the northwesterly corner to the land of Shirley J. Rockwell as recorded at deed book 402, page 250 among the land records of Jefferson County, WV, said point being the southwestern corner to the subject parcel;

Thence, with Rockwell, N 16°28'10" E, a distance of 70.00' to a point along the easterly line of Frank W. Turk as recorded at deed book 1143, page 208, corner to the lands of Rozas Maritza as recorded at Deed Book 995 and Page 297;

Thence, with the land of Maritz, N 84°05'43" E a distance of 66.00' to a point on the westerly right of way line of a 16' public alley known as Federal Way;

Thence, with the westerly line of Federal Way, S 16°28'10" W a distance of 70.00' to an iron rebar set, being the northeasterly corner to the land of said Rockwell;

Thence, with the northerly line of Rockwell, S 84°05'43" W a distance of 66.00' to an Iron rebar set, the point of beginning, having an area of 0.0981 acres as shown on the plat titled "Boundary Survey, Property of Eugene E. Threadgill" as recorded at deed book 934, page 661 among the land records of Jefferson County, WV.

EXHIBIT A

BEFORE THE TOWN COUNCIL OF THE MUNICIPALITY OF CHARLES TOWN

IN RE:	)	**PETITION FOR ANNEXATION**
	)	**OF EDIX QUIJADAS ROMERO**

Your Petitioner would respectfully say unto the Honorable Mayor and the Members of the Town Council of Charles Town, as follows:

-1-

This Petition for Annexation is brought before the Mayor and Council pursuant to §8-6-4 of the West Virginia Code.

-2-

The Petitioner, Edix Quijadas Romero, is a qualified voter and the sole freeholder of certain lands located in Jefferson County, West Virginia, situate in the vicinity of the corporate limits of the City of Charles Town, and in the planned urban growth area thereof, which lands are described as that certain parcel of real estate in the Charles Town District comprised of Tax Map 10A, Parcel 23 as the same is more particularly shown and described on Exhibit "A" hereto attached and incorporated herein.

-3-

That filed simultaneously herewith is the companion Petition for annexation of Kendall Quijadas the only remaining qualified voter of the additional territory.

WHEREFORE, your Petitioner requests the following:

a) If satisfied that the Petition is sufficient in every respect, that the Town Council enter that fact into its journal and forward a certificate to that effect to the Jefferson County Commission.

b) That the Town Council provide, by ordinance, according to law, for the annexation of the additional territory.

c) That the Town Council perform all acts required of it under §8-6-4 of the West Virginia Code in connection with this proposed annexation.

Edix Quijadas Romero

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON, to-wit:

Edix Quijadas Romero, Petitioner named in the foregoing Petition for Annexation, being duly sworn, says that the facts and allegations contained therein are true, except so far as they are therein stated to be on information, and that so far as they are therein stated to be upon information, he believes them to be true.

EDIX QUIJADAS ROMERO

Taken, subscribed and sworn to before me, the undersigned Notary Public, this 7th day of March 2025, by **Edix Quijadas Romero**.

OFFICIAL SEAL
Notary Public, State of West Virginia
Jayne E Stotler
1753 Henshaw Road
Inwood, WV 25428
My commission expires June 8, 2028

Jayne E. Stotler
Notary Public

My commission expires: June 8, 2028

EDIX A. QUIJADAS ROMERO
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Thence, with the northerly line of Rockwell, S 84°05'43" W a distance of 66.00' to an Iron rebar set, the point of beginning, having an area of 0.0981 acres as shown on the plat titled "Boundary Survey, Property of Eugene E. Threadgill" as recorded at deed book 934, page 661 among the land records of Jefferson County, WV.

EXHIBIT A

2025-613: Nominations for the Appointment of the Jefferson County Representative to the Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Board.

Nominations for the Appointment of the Jefferson County Representative to the Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Board.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/16/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-657: FY2026 Capital Budget Approval

Proposed Motion: Approve the FY26 Capital Budget

ATTACHMENTS:
- FY2026 Capital Budget.pdf

the city of Charles Town, WV

FY 2026 Capital Reserve Budget

Approved :

ACCOUNT	FY 2024 BUDGET	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 YTD ACTUAL AS OF 5/31/25	FY 2026 ENCUMBERED	FY 2026 BUDGET	NOTES
CAPITAL BUDGET REVENUES							
Capital Reserve Carryover	$ 299,928	$ 299,928	$ 4,881,215	$ 4,881,215		$ 5,550,704	Carryover balance from FY2025 Capital Reserve (This is carryover for unfinished projects noted in red. Carryover will be adjusted in the 1st Revision in July 2025.)
36800 Contributions from GF			$ 3,714,452	$ 3,723,408			Contributions from GF (Determined in July 2025 1st Revision)
36800 Contributios from GF - Lottery / Gaming Revenue	$ 557,680	$ 1,463,977	$ 850,000	$ 857,005		$ 810,000	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.
33000 Developer Fees	$ 100,000	$ 191,822	$ 100,000	$ 524,132		$ 150,000	Developer Proffer fees.
38000 Interest on Bank Accounts & Other Sources	$ 35,000	$ 69,767	$ 60,000	$ 109,436		$ 80,000	
TOTAL REVENUES	**$ 992,608**	**$ 2,025,494**	**$ 9,605,667**	**$ 10,095,196**	**$ -**	**$ 6,590,704**	

ACCOUNT	FY 2024 BUDGET	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 YTD ACTUAL AS OF 5/31/25	FY 2026 ENCUMBERED	FY 2026 BUDGET	NOTES
CAPITAL BUDGET EXPENSES							
975 GENERAL GOVERNMENT							
Information Technology							
City Hall WIFI Replacements - 975-59 General Government Capital Outlay						$ 10,000	
Computer Replacement - 975-59 General Government Capital Outlay Technology			$ 43,000	$ 37,324		$ 15,000	Computer replacement program for all General Government departments. (5 replacements are planned.)
CW Hall WIFI Installation - 975-59 General Government Capital Outlay						$ 15,000	
Tyler Tech Version 10 Software - 975-59 General Government Capital Outlay Technology			$ 100,000	$ 29,141		$ 71,000	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and enhance Incode. Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement. ($71,000 carried over from FY25.)
TOTAL INFORMATION TECHNOLOGY			**$ 143,000**	**$ 66,465**	**$ -**	**$ 111,000**	
Other - General Government							
Rouss Hall Landlord buy back - 975-58 General Government Capital Outlay			$ 140,000	$ -		$ 140,000	$140,000 carried over from FY25.
Zoning & Subdivision Ordinance Overhaul - 975-23 General Government Professional Services			$ 150,000	$ 3,940		$ 246,000	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000. ($146,000 carried over from FY25 & $100,000 encimbered in FY25.)
TOTAL OTHER - GENERAL GOVERNMENT			**$ 290,000**	**$ 3,940**	**$ -**	**$ 386,000**	
TOTAL GENERAL GOVERNMENT	**$ -**	**$ -**	**$ 576,000**	**$ 136,870**	**$ -**	**$ 497,000**	

ACCOUNT	FY 2024 BUDGET	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 YTD ACTUAL AS OF 5/31/25	FY 2026 ENCUMBERED	FY 2026 BUDGET	NOTES
976 PUBLIC SAFETY							
Equipment							
Officer Equipment - 976-60 Public Safety Capital Outlay Equipment	$ 108,112	$ 75,201	$ 57,000	$ 57,170		$ 18,500	4 - APX N50 Portable Radios (3 Admin Staff & 1 spare)
TOTAL EQUIPMENT			**$ 57,000**	**$ 57,170**		**$ 18,500**	
Information Technology							
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department			$ 65,050	$ 65,022		$ 52,000	12 In-car Panasonic Tough Tablets (To replace generation 1 & 2)
Cell Phone Forensic Downloading Equipment - 975-60 General Government Capital Outlay Technology PD						$ 27,000	Possible grant funding.
Cradle Point WIFI Mobile Routers - 975-60 General Government Capital Outlay Technology Police Dept.						$ 18,500	9 Routers at $14,400 and $4100 installation labor.
TOTAL INFORMATION TECHNOLOGY			**$ 65,050**	**$ 65,022**		**$ 97,500**	
Vehicles							
Police Cars - 976-59 Public Safety Capital Outlay Vehicles			$ 113,300	$ 110,788		$ 118,000	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles			$ 222,464	$ 221,522		$ 12,000	This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant.
TOTAL VEHICLES			**$ 335,764**	**$ 332,310**	**$ -**	**$ 130,000**	
Parking							
Parking Meters - 976-62 Public Safety	$ 5,000	$ 5,011	$ 10,700	$ 10,508		$ 16,000	10 - Model 90 Duplex Meter Housings at $6100; 15 -Model 90 Single Meter Housings at $4900; POM Parking Meter assembly at $5000.
TOTAL PARKING			**$ 10,700**	**$ 10,508**	**$ -**	**$ 16,000**	
TOTAL PUBLIC SAFETY	**$ 5,000**	**$ 5,011**	**$ 812,328**	**$ 805,171**	**$ -**	**$ 262,000**	

ACCOUNT	FY 2024 BUDGET	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 YTD ACTUAL AS OF 5/31/25	FY 2026 ENCUMBERED	FY 2026 BUDGET	NOTES
977 STREETS & TRANSPORTATION							
Buildings							
City Hall - replace rooftop AC units - **977-57 Streets & Transportation Capital Outlay Buildings**			$ 25,000	$ -		$ 25,000	$25,000 carried over from FY25.
City Hall - interior repair/maintenance - **977-57 Streets & Transportation Capital Outlay Buildings**			$ 60,500	$ 4,624		$ 55,000	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency. ($55,000 carried over from FY25.)
Maintenance Equipment Building - 977-57 Streets & Transportation Capital Outlay Buildings			$ 150,000	$ -		$ 150,000	Current building is maxed out on space. ($150,000 carried over from FY25.)
Maintenance Yard Study - 977-57 Streets & Transportation Capital Outlay Buildings			$ 80,000	$ -		$ 80,000	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going. (80,000 carried over from FY25.)
TOTAL BUILDINGS			**$ 315,500**	**$ 4,624**	**$ -**	**$ 310,000**	
Streets/Infrastructure							
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-58 Streets & Transportation Capital Outlay Other Improvements			$ 60,000	$ -		$ 60,000	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding. ($60,000 carried over from FY25.)
Stormwater Assessment Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements			$ 204,000	$ -		$ 204,000	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($204,000 carried over from FY25.)
TOTAL STREETS/INFRASTRUCTURE			**$ 264,000**	**$ -**	**$ -**	**$ 264,000**	
Vehicles							
Bucket Truck - 977-59 Streets & Transportation Capital Outlay Equipment			$ 37,000	$ 15,000		$ 175,000	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. ($22,000 carried over from FY25 and $153,000 encumbered in FY25.)
Dump Truck - 977-59 Streets & Transportation Capital Outlay Equipment						$ 90,000	
Pick-up Truck - 977-59 Streets & Transportation Capital Outlay Equipment						$ 65,000	
TOTAL VEHICLES			**$ 37,000**	**$ 15,000**	**$ -**	**$ 330,000**	
Other - Streets & Transportation							
Flower planters - 977-58 Streets & Transportation Capital Outlay Other Improvements			$ 8,300	$ 8,296		$ 5,000	FY25 & 26 two year plan to install flower planters on Washington Street. ($5000 encumbered in FY25.)
Potter's Field - 977-58 Streets & Transportation Capital Outlay Other Improvements			$ 115,000	$ 49,183		$ 66,000	Installation of Interpretative signs, fencing, monument and landscaping. (66,000 carried over from FY25.)
TOTAL OTHER - STREETS & TRANSPORTATION			**$ 123,300**	**$ 57,479**	**$ -**	**$ 71,000**	
TOTAL STREETS & TRANSPORTATION	**$ -**	**$ -**	**$ 1,526,300**	**$ 231,687**		**$ 975,000**	

ACCOUNT	FY 2024 BUDGET	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 YTD ACTUAL AS OF 5/31/25	FY 2026 ENCUMBERED	FY 2026 BUDGET	NOTES
979 CULTURE & RECREATION							
Parks & Recreation							
Bridges at Happy Retreat & Stake Park - 979-58 Culture & Recreation Other Improvements			$ 100,000	$ 16,000		$ 84,000	$84,000 carried over from FY25.
Paving Path from bridge to road by the Skate Park - 979-58 Culture & Recreation Other Improvements			$ 5,000	$ -		$ 5,000	Connect the existing path on one side of the bridge to the other side. ($5000 carried over from FY25.)
Pick-up Truck - 977-59 Culture & Recreation Capital Outlay Equipment						$ 50,000	This truck will be for the use of the Parks Manager.
TOTAL PARKS & RECREATION			**$ 105,000**	**$ 16,000**	**$ -**	**$ 139,000**	
Culture							
Historical Signs - 979-58 Culture & Recreation Other Improvements			$ 20,000	$ 2,694		$ 17,000	Finance Committee recommends including in CIP plan.
Wayfinding signage - 979-58 Culture & Recreation Other Improvements	$ 100,000	$ 2,600	$ 97,400	$ -	$ 100,000	$ 197,400	CDD REQUEST $100K for Wayfinding Signage implementation (3 years of phases at $100,000 per year ending in FY27.) (Request related to 2023 CTNOW ARPA Request) ($97,400 carried over from FY25 and $100,000 encumbered in FY25.)
TOTAL CULTURE			**$ 117,400**	**$ 2,694**	**$ 100,000**	**$ 214,400**	
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 2,600**	**$ 222,400**	**$ 18,694**	**$ 100,000**	**$ 353,400**	
Contingencies			$ 2,006,958	$ -		$ 166,000	This amount will be adjusted in the 1st Revision in July 2025.
Encumberances for Subsequent Years				$ -		$ 350,000	$100,000 for Wayfinding Signage; $250,000 for Augustine Avenue Project
Transfer to Grant Projects			$ 1,437,292	$ -		$ 3,987,304	$76,444 to Augustine Avenue Project. $861,555 to Liberty Street Project. $3,049,305 to JMP Pool Project.
TOTAL EXPENSES	**$ 105,000**	**$ 7,611**	**$ 6,581,278**	**$ 1,192,422**	**$ 100,000**	**$ 6,590,704**	
REVENUES OVER EXPENSES	**$ 887,608**	**$ 2,017,883**	**$ 3,024,389**	**$ 8,902,774**	**$ (100,000)**	**$ -**	

GRANT PROJECTS BUDGET

ACCOUNT	FY 2024 BUDGET	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 YTD ACTUAL AS OF 5/31/25	FY 2026 ENCUMBERED	FY 2026 BUDGET	NOTES
AUGUSTINE AVENUE GRANT PROJECT							
REVENUES							
Capital Reserve Carryover			$ 74,000	$ 74,000	$ 250,000	$ 76,444	This is a State project with 4 Federal grants that require upfront matches. The State will administer the project, therefore the City will only need to pay the matches. We will not receive any revenue or pay expenses that need to be reimbursed. All matches have been paid in previous years except a 76,444 match that is allocated for Phase I Construction. The $76,444 is budgeted for FY 2026 and carried over from FY25. There is a $250,000 encumberance set aside for estimated potential overages that the City may have to pay.
TOTAL REVENUES	**$ -**	**$ -**	**$ 74,000**	**$ 74,000**	**$ 250,000**	**$ 76,444**	
EXPENSES							
Augustine Avenue Trail Construction - Construction Phase I - 979-58 Culture & Recreation Other Improvements	$ 140,000	$ 140,000	$ 74,000	$ 14,719		$ 76,444	Construction - Phase 1 Funded through WVDOT Grant with a City match of $76,444. This is the only match left to pay for this project. All other matches have been paid in prior years.
Augustine Avenue Trail Construction - Construction Phase II & III Encumberance for FY27 - 979-58 Culture & Recreation Other Improvements			$ 350,000	$ 350,000	$ 250,000		This encumbrance is for potential overages on the project in which the City may be responsible.
TOTAL EXPENSES	**$ 140,000**	**$ 140,000**	**$ 424,000**	**$ 364,719**	**$ 250,000**	**$ 76,444**	
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ (140,000)**	**$ (140,000)**	**$ (350,000)**	**$ (290,719)**	**$ -**	**$ -**	

ACCOUNT	FY 2024 BUDGET	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 YTD ACTUAL AS OF 5/31/25	FY 2026 ENCUMBERED	FY 2026 BUDGET	NOTES
LIBERTY STREET FLOODING MITIGATION GRANT PROJECT							
REVENUES							
Capital Reserve Carryover			$ 705,774	$ 705,774		$ 861,555	This is the City's portion of the cost of this project after receiving the Chesapeake Bay and FEMA Grants listed below totaling $469,845. The $861,555 includes the City's $305,774 FEMA Grant match and the remaining $555,811 is the City's out of pocket expenses not supported by grants.
36500 Federal Grants - Chesapeake Bay Foundation						$ 94,845	Total award is $172,445. This grant does not require a match. $77,600 was received in FY24, which leaves a remaining balance of $94,845 to be received. This is a reimbursable grant so we must budget all expenses and administer the project.
36500 Federal Grants - FEMA						$ 375,000	Total award is $680,774. FEMA will pay the City $375,000 and the City is required to match $305,774. This is a reimbursable grant so we must budget all expenses and administer the project.
TOTAL REVENUES	**$ -**	**$ -**	**$ 705,774**	**$ 705,774**	**$ -**	**$ 1,331,400**	
EXPENSES							
Liberty Street Flooding Mitigation - Phase I - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements	$ 305,774	$ 25,319	$ 705,774	$ 10,741		$ 1,331,400	Total construction cost is $1,420,000. We have received two grants to support this project, both of which are reimbursable, therefore we must budget the entire cost of the project. $88,600 was paid in prior years, leaving the remaining cost at $1,331,400.
TOTAL EXPENSES	**$ 305,774**	**$ 25,319**	**$ 705,774**	**$ 10,741**	**$ -**	**$ 1,331,400**	
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ (305,774)**	**$ (25,319)**	**$ -**	**$ 695,033**	**$ -**	**$ -**	

ACCOUNT	FY 2024 BUDGET	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 YTD ACTUAL AS OF 5/31/25	FY 2026 ENCUMBERED	FY 2026 BUDGET	NOTES
JEFFERSON MEMORIAL POOL GRANT PROJECT							
REVENUES							
Capital Reserve Carryover			$ 650,174	$ 650,174		$ 3,049,305	This is the City's portion of the cost of this project after receiving the Pool House LWCF and Pool LWCF Grants listed below totaling $1,850,695. The $3,049,305 includes the City's $250,000 Pool House LWCF Grant match and $1,600,695 Pool LWCF Grant match and the remaining $1,198,610 is the City's out of pocket expenses not supported by grants.
Pool House LWCF Grant			$ 250,000	$ -		$ 250,000	Total award is $500,000. National Park Service LWCF will pay the City $250,000 and the City is required to match $250,000. This is a reimbursable grant so we must budget all expenses and administer the project.
Pool LWCF Grant				$ -		$ 1,600,695	Total award is $3,201,390. National Park Service LWCF will pay the City $1,600,695 and the City is required to match $1,600,695. This is a reimbursable grant so we must budget all expenses and administer the project.
TOTAL REVENUES	**$ -**	**$ -**	**$ 900,174**	**$ 650,174**	**$ -**	**$ 4,900,000**	
EXPENSES							
JMP Pool House Renovation - 979-58 Culture & Recreation Other Improvements	$ 250,000		$ 250,000	$ -		$ 1,400,000	Total construction cost is $1,400,000. We have received a $500,000 grant to support this project, $250,000 will be received from National Park Service and the City must match $250,000. This grant is reimbursable, therefore we must budget the entire cost of the project.
JMP Pool Upgrade - 979-58 Culture & Recreation Other Improvements	$ 100,000	$ 2,593	$ -	$ -		$ 3,500,000	Total construction cost is $3,500,000. We have received a $3,201,390 grant to support this project, $1,600,695 will be received from National Park Service and the City must match $1,600,695. This grant is reimbursable, therefore we must budget the entire cost of the project.
TOTAL EXPENSES	**$ 350,000**	**$ 2,593**	**$ 250,000**	**$ -**	**$ -**	**$ 4,900,000**	
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ (350,000)**	**$ (2,593)**	**$ 650,174**	**$ 650,174**	**$ -**	**$ -**	

REPAVING BUDGET

ACCOUNT	FY 2024 BUDGET	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 YTD ACTUAL AS OF 5/31/25	FY 2026 ENCUMBERED	FY 2026 BUDGET	NOTES
REVENUES							
Repaving Carryover			$ 1,472,865	$ 1,472,865		$ 290,000	Carryover balance from FY2025 Repaving Funds. This amount will be adjusted in the first revision in July 2025.
36877 Contributions from GF - Repaving Fees	$ 130,000	$ 120,367	$ 130,000	$ 164,245		$ 150,000	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving
38000 Interest on Bank Accounts & Other Sources						$ 50,000	
TOTAL REVENUES	**$ 130,000**	**$ 120,367**	**$ 1,602,865**	**$ 1,637,110**	**$ -**	**$ 490,000**	
EXPENDITURES							
977-60 Streets & Transportation Capital Outlay Street Paving	$ 130,000		$ 300,000	$ 9,260		$ 305,000	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs.
Paving Contingency - 977-60 Streets & Transportation Capital Outlay Street Paving			$ 1,302,865	$ -		$ 185,000	This contingency represents past income collected by CTUB earmarked for street paving. It will be adjusted in the first revision in July 2025.
TOTAL EXPENSES	**$ 130,000**	**$ -**	**$ 1,602,865**	**$ 9,260**	**$ -**	**$ 490,000**	
REVENUES OVER EXPENSES	**$ -**	**$ 120,367**	**$ -**	**$ 1,627,850**	**$ -**	**$ -**	

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/16/25
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-658: A Resolution for Intent to Apply for Funding Through the Federal Emergency Management Agency Hazard Mitigation Grant Program 5% Initiative to Assist with GIS Mapping of Underground Utility Infrastructure

Proposed Motion: Approve the Resolution for Intent to Apply for Funding Through the Federal Emergency Management Agency Hazard Mitigation Grant Program 5% Initiative to Assist with GIS Mapping of Underground Utility Infrastructure

ATTACHMENTS:

- Resolution FEMA Stormwater grant.pdf

City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

RESOLUTION
FEMA Grant Application

A RESOLUTION OF THE CITY OF CHARLES TOWN CONFIRMING ITS INTENT TO APPLY FOR FUNDING THROUGH THE FEDERAL EMERGENCY MANAGEMENT AGENCY HAZARD MITIGATION GRANT PROGRAM 5% INITIATIVE

BE IT RESOLVED, that the Council of the City of Charles Town confirms its intent to apply for grant funding through the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) 5% Initiative to assist with GIS mapping of its underground utility infrastructure.

BE IT FURTHER RESOLVED that the Council of the City of Charles Town authorizes Cindy Rezmer, Operations Director to act on its behalf and sign all applicable documentation required for submission of the grant application pursuant to the provisions of the program.

BE IT FURTHER RESOLVED that the Council of the City of Charles Town authorizes the Eastern Panhandle Regional Planning and Development Council (Region 9) to submit the request for funding on its behalf and administer any grant funding resulting from the funding request.

I, Micheal George, Mayor of the City, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Council of the City of Charles Town at a regular meeting held June 16, 2025 and said Resolution has been recorded in the Minutes of the Council of the City of Charles Town and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the City of Charles Town, this 16th day of June, 2025.

Attest:

_____
Micheal George
Mayor

_____
Carolyn Vezzosi
Deputy City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/16/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-659: First Reading and Consideration of Amendments to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative Code, Chapter 5 Administrative, Article 136 Rental Dwelling Units

Article 136 was referred to the Ordinance Committee at the April 21, 2025, City Council meeting.

Proposed Motion:

Approve the First Reading and Consideration of Amendments to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative Code, Chapter 5, Administrative, Article 136 Rental Dwelling Units

ATTACHMENTS:

- Rental Dwelling.pdf
- Rental Dwelling Clean.pdf

ARTICLE 136

Rental Dwelling Units

136.01 Purpose.
136.02 Scope.
136.03 Definitions.
136.04 Prohibited activity.
136.05 Application for certificate of rental use and occupancy.
136.06 Certificate of rental use and occupancy; display; transfer; expiration.
136.07 Fees and conditions.
136.08 Annual renewal application.
136.09 Access to rental units.
136.10 Notice of violation.
136.11 Right of appeal.
136.12 Applicability of other laws.
136.13 Penalty.
136.14 Civil remedies.
136.15 Public information.

136.01 PURPOSE.

The purpose of this article is to promote health and safety standards for rental housing and to secure and preserve the integrity and character of residential districts within the City by implementing a system for the registration of Residential Dwelling Units to establish greater accountability of both landlords and tenants so that rental housing is safe, sanitary and suitable in accordance with applicable provisions of the State Building Code and other regulations as adopted by the City.
(Passed 9-19-16.)

136.02 SCOPE.

This article applies to all rental dwelling units within the City saving and excepting that it shall not apply to owner occupied dwellings wherein roomers or boarders are maintained in common living areas in accordance with other applicable codes and ordinances, nor shall it apply to hotels, and motels, nor shall it apply to owners of single family dwellings who, during their ownership, have occupied the dwelling for at least two (2) years immediately prior to rental and for which neither the lease term nor the actual period of rental occupancy shall exceed two (2) years, provided, however, that in any case in which the provisions of this section shall impose a hardship upon any owner of a single family dwelling by reason of extended military service or similar circumstances, such Owner shall have the right to apply to the Code Official for extension or reduction of the time periods set forth herein under the procedures set forth in Section 136.11 . In reviewing such application for extension or reduction this article, consideration shall be given to whether or not any claimed hardship is self-imposed, provided, however, that hardship resulting from voluntary service in the United States Armed Forces shall not be deemed to have been self-imposed.
(Passed 9-19-16

136.03 DEFINITIONS.

As used in this article:

(a) "Certificate of Rental Use and Occupancy" means the certificate issued by the Code Official which permits the use of a building for the rental unit or units set forth in same.

(b) "Code Official" means the officer or other designated authority charged with the administration and enforcement of the Building Code of this City, or his/her duly authorized agent.

(c) "Dwelling Unit" means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

(d) "Owner" means the owner or owners of a Rental Dwelling Unit.

(e) "Owner Occupied" means occupied by one or more of the individuals with whom title is vested by deed, will or intestate succession and shall also include one who is vested with the beneficial interest and possessory rights to the property by virtue of a trust instrument.

(f) "Lease" shall refer to an agreement, oral or written, wherein one grants to another use and possession of a rental unit for a period of more than seven days in exchange for some form of consideration, whether money, goods, services, or otherwise, and the verb form of "lease" shall mean the same as "rent" and "to rent" shall mean "to lease".

(g) "Property Manager" and the word "Manager" shall mean any natural person designated as an agent by the owner(s) for the purpose of managing a Rental Dwelling Unit.

(h) "Rental Dwelling Unit" and "Rental Unit" means any dwelling unit which is offered in whole or part for residential purposes and for which remuneration is received, but shall not be construed so as to include owner occupied dwellings wherein roomers or boarders are maintained in common living areas in accordance with other applicable codes and ordinances, nor shall it include hotels and motels, nor single family dwellings that have been occupied by their owners for at least two (2) years immediately prior to rental and for which neither the lease term nor the actual period of rental occupancy shall exceed two (2) years.

(i) "State Building Code" shall mean the State Building Code as defined by Part Seventeen of the Codified Ordinances of Charles Town and shall include the National Electrical Code.

(j) "Tenant" means an individual occupant of a Rental Dwelling Unit who has entered a lease agreement for occupancy of said unit for a period of more than seven (7) days or who has occupied such Unit for a period of more than seven (7) days in exchange for the giving of something of value to the owner.

(Passed 9-19-16.)

136.04 PROHIBITED ACTIVITY.

No owner or property manager shall lease or offer for rent any Rental Dwelling Unit for use in whole or in part for human habitation without a valid Certificate of Rental Use and Occupancy. It shall be unlawful for any owner, property manager or tenant to violate any of the provisions of this article.
(Passed 9-19-16.)

136.05 APPLICATION FOR CERTIFICATE OF RENTAL USE AND OCCUPANCY.

Applications for a Certificate of Rental Use and Occupancy shall be made in writing, on forms provided by the Code Official containing the following information in addition to such supplemental information as may be reasonably required by the Code Official:

(a) For the building or complex in which Rental Units are located:
  (1) The address(es) of the dwelling units;
  (2) B&O account ID;
  (3) The number of units in the building;
  (4) The names, addresses and telephone numbers of all owners, and any property manager; and
  (5) Any other uses existing or intended within the building;
  (6) In the case of an out of state non-resident owner, the name and residence address of the natural person who is a resident of the State of West Virginia and who the owner designates as an agent to receive notice and legal service of process on his or her behalf.

(b) For each Rental Unit:
  (1) The floor on which the unit is located;
  (2) The total habitable square feet;
  (3) The number of off-street or on location parking spaces available; and
  (4) The rental unit identification number (i.e., house #, apartment #).

(Passed 9-19-16.)

136.06 CERTIFICATE OF RENTAL USE AND OCCUPANCY; DISPLAY; TRANSFER; EXPIRATION.

(a) Unless the rental unit is found, upon inspection, not to conform to the requirements of this article, the Code Official shall issue a Certificate of Rental Use and Occupancy within forty-five (45) days of receipt of a completed application. The Certificate, and all renewals thereof, shall be issued for a period of one (1) year.

(b) The Certificate of Rental Use and Occupancy shall be transferable to subsequent owners of the respective dwelling unit(s), provided, however, that such subsequent owner shall first register and provide the information as herein required under Section 136.05 and shall pay a transfer fee of thirty dollars ($30.00).

(c) An example of the Certificate of Rental Use and Occupancy shall be available for inspection at City Hall during regular business hours.

(d) The Owner/Agent shall post a copy of the Certificate of Rental Use and Occupancy in a conspicuous location in the interior of the premises or near the interior electrical fuse or circuit box of each dwelling unit.
(Passed 9-19-16.)

136.07 FEES AND CONDITIONS.

(a) Each Owner shall be charged an inspection fee of one hundred dollars ($100.00) per Rental Unit for each inspection made in the usual course of the implementation of this article. There shall be no additional inspection fee when a re-inspection fee is required for compliance and compliance is accomplished. However, in the event that two (2) or more re-inspections are required in order to achieve compliance with this article, an additional re-inspection fee of twenty dollars ($20.00) shall be assessed for the second re-inspection and for each subsequent re-inspection. These fees are exclusive of and in addition to any associated building permit fees, as necessary.

(b) Owners missing scheduled inspections without prior notice and good cause, shall be assessed twenty dollars ($20.00) in addition to the inspection fee.

(c) In the event that the Code Official is required to attend Court or Deposition as a witness pertaining to the administration of this Article, the party requiring his/her appearance will be assessed an appearance fee equal to ($100) per hour or portion thereof for which the Code Official is required to attend Court or Deposition. Where less than twenty-four (24) hours advance notice is given of such required appearance, the fee shall be ($125) per hour or portion thereof.

(d) An Owner or Manager may request an inspection of his/her Rental Unit(s) at any time for the purpose of establishing compliance with this article and the State Building Code, either incident to a dispute with a tenant or other cause, provided, however, that a fee of ~~fifty dollars~~ one hundred ($100) per hour shall be assessed to such owner/manager per man-hour with a one-hour minimum charge for such inspection. A duplicate Certificate of Rental Use and Occupancy shall be provided to any owner/manager for a fee of one dollar ($1.00).

(e) A tenant may request an inspection for specific conditions by filing a request for same on a form provided by the Code Official at no cost. ~~Where circumstances warrant, the Code Official may waive or refund the fee to the tenant.~~(Passed 9-19-16.)

136.08 ANNUAL RENEWAL APPLICATION.

(a) For the purpose of this article, the registration/inspection year shall be defined as one year from date of issuance of Certificate of Rental U&O. The $100.00 annual registration fee shall be designated as the application and inspection fee for the registered unit.

(b) Annual inspections shall be scheduled by the Code Official during the year with at least fourteen (14) days' advance notice to the property owner or designated agent. Property owners not registered at the time of the scheduled inspection will be in violation of this article. Where deemed appropriate by the Code Official, follow-up inspections may be made at any reasonable time.
(Passed 9-19-16.)

136.09 ACCESS TO RENTAL UNITS.

The Owner/Manager shall provide the Code Official access to all areas of any building containing rental dwelling units at all reasonable times and shall make himself/herself available to accompany the Code Official during inspection. In the absence of the Owner/Manager, the Code Official shall have the right to inspect the interior of rental properties, including individual dwelling units, i order to carry out the provisions of this article under the following circumstances:

(a) ~~When requested to do so by a tenant in possession, provided, however, that the Code Official shall not be required to inspect upon the request of a tenant absent a written application on a form provided by the Code Official and the payment of an inspection fee of $20.00;~~

(b) After providing due notice to the occupants of unit or upon scheduling an inspection with one or more of the tenants in possession of a unit;

(c) Upon probable cause that a Code violation exists and the issuance of an administrative search warrant by a City Judge.

(Passed 9-19-16.)

136.10 NOTICE OF VIOLATION.

(a) When in the course of the inspection violations are discovered on the premises that do not affect the habitability or safety of a rental dwelling unit, such violations shall be cited in accordance with the administrative provisions of the applicable code or ordinance. Such violations shall not be construed as grounds to withhold or revoke the Certificate of Rental Use and Occupancy.

(b) Where conditions exist which affect the habitability of the dwelling, but do not pose an imminent hazard to the occupants, a Certificate of Rental Use and Occupancy may be issued along with a notice of violation. The notice of violation shall be in writing, must be served to the Owner or Agent containing a description of the property sufficient for identification and shall include:

(1) A statement of the deficient conditions for which the notice of violation it was issued;

(2) A reasonable time in which the violations are required to be eradicated; and

(3) A statement of the Owner's right of appeal.

The Owner shall, within the time period specified in the notice of violation, correct all deficiencies cited in violation of the State Building Code and City codes. The Certificate of Rental Use and Occupancy may be revoked ~~and a notice to vacate issued~~ if the dwelling unit is not in compliance within the time specified in the notice of violation. However, the Code Official may, upon written request, extend the period for compliance where the work has been delayed despite good-faith efforts to comply and where such extension presents no immediate threat to the health and safety of the occupants of the dwelling unit or other units or properties.

(c) ~~Where violations are found that, in the judgment of the Code Official, are sufficient to withhold or revoke the Certificate of Rental Use and Occupancy, the Code Official shall issue a notice to vacate. The notice to vacate shall:~~

~~(1) Be in writing;~~

~~(2) Be served to the owner or designated manager;~~

~~(3) Be conspicuously posted on the premises;~~

~~(4) Contain a description of the property sufficient for identification;~~

~~(5) State the reasons therefor;~~

~~(6) Include a copy of any relevant notice(s) of violation; and~~

~~(7) Include notification of the right of appeal.~~

(d) Nothing in this article shall be construed to prevent the Code Official from ordering the immediate vacation of any dwelling or dwelling unit where violations are discovered which pose an immediate threat to the health or safety of the occupants.

(e) ~~Occupancy of any rental dwelling unit in violation of a notice to vacate shall subject the Owner and/or the occupants to the penalties prescribed in Section 136.13 .~~

(Passed 9-19-16.)

136.11 RIGHT OF APPEAL.

Any property Owner shall have the right to appeal to the Building Code Board of Appeals from a decision of the Code Official where it is alleged that the Code Official has made erroneous factual findings or has misinterpreted the application of this article to such facts, provided, however, that and challenge to the Code Official's findings in regard to the State Building Code will be governed by the limited scope of appeal as set forth therein. Such appeal shall be in writing on forms provided stating the reasons therefore and shall be submitted to the Code Official within thirty (30) days of receipt of notice the action taken from which the appeal is taken and shall be accompanied with the appropriate appeal fee as established by the City Council for the taking of appeals to said Board. Upon receipt of the written appeal along with the appeal fee, the Code Official shall cause the appeal to be scheduled for hearing before the Building Code Board of Appeals. Except where conditions warrant immediate vacating of the dwelling, such appeal shall stay all action on the part of the Code Official in furtherance of the notice of violation from which the appeal was taken. Any appeal from a decision of the Building Code Board of Appeals shall be by writ of certiorari to the Circuit Court of Jefferson County and shall not automatically stay the enforcement of such decision.

(Passed 9-19-16.)

136.12 APPLICABILITY OF OTHER LAWS.

The provisions of this article shall not be construed so as to abrogate any common law or statutory rights and responsibilities of landlords and tenants. Neither the requirements of this article nor the requirements of any other ordinance of the City of Charles Town nor the requirements of State or federal law may be waived by any party to any lease.

(Passed 9-19-16.)

136.13 PENALTY.

Any person violating any provision of this Article is guilty of a misdemeanor. Each day for which a violation of any provision of this article exists shall constitute a separate offense subject to a fine for each first offense of $100.00, for each second offense, $200.00 and for each third and subsequent repeat offense $500.00. Any penalty imposed for a violation of this Article shall constitute a lien against all real estate owned by the person(s) fined in favor of the City of Charles Town, together with a lien for all costs and attorney fees incurred in the enforcement of such lien. The imposition of penalties prescribed herein shall not relieve the violator from responsibility for full compliance with all other applicable codes and ordinances, including any and all separate fines and penalties imposed thereunder. By virtue of the designation of an Agent under the provisions of this Article, the Owner or Owners and each of them will be jointly and severally accountable and liable for all actions and inactions of such Agent.

(Passed 9-19-16.)

136.14 CIVIL REMEDIES.

In addition to the penalties imposed by Section 136.13 , above, the Code Official may bring, before any court of competent

jurisdiction, an action seeking injunctive relief against any person in violation of any provision of this article. In any order granting such injunctive relief, the City of Charles Town shall be entitled to recovery of its attorney fees and expenses reasonably incurred in such action. By virtue of the designation of an Agent under the provisions of this Article, the Owner or Owners and each of them will be jointly and severally accountable and liable for all actions and inactions of such Agent.
(Passed 9-19-16.)

136.15 PUBLIC INFORMATION.

The official written results of inspections undertaken by virtue of this article shall be deemed public information ~~and subject to publication by the City of Charles Town.~~
(Ord. 9-19-16.)

ARTICLE 136

Rental Dwelling Units

136.01 Purpose.
136.02 Scope.
136.03 Definitions.
136.04 Prohibited activity.
136.05 Application for certificate of rental use and occupancy.
136.06 Certificate of rental use and occupancy; display; transfer; expiration.
136.07 Fees and conditions.
136.08 Annual renewal application.
136.09 Access to rental units.
136.10 Notice of violation.
136.11 Right of appeal.
136.12 Applicability of other laws.
136.13 Penalty.
136.14 Civil remedies.
136.15 Public information.

136.01 PURPOSE.

The purpose of this article is to promote health and safety standards for rental housing and to secure and preserve the integrity and character of residential districts within the City by implementing a system for the registration of Residential Dwelling Units to establish greater accountability of both landlords and tenants so that rental housing is safe, sanitary and suitable in accordance with applicable provisions of the State Building Code and other regulations as adopted by the City.

136.02 SCOPE.

This article applies to all rental dwelling units within the City saving and excepting that it shall not apply to owner occupied dwellings wherein roomers or boarders are maintained in common living areas in accordance with other applicable codes and ordinances, nor shall it apply to hotels, and motels, nor shall it apply to owners of single family dwellings who, during their ownership, have occupied the dwelling for at least two (2) years immediately prior to rental and for which neither the lease term nor the actual period of rental occupancy shall exceed two (2) years, provided, however, that in any case in which the provisions of this section shall impose a hardship upon any owner of a single family dwelling by reason of extended military service or similar circumstances, such Owner shall have the right to apply to the Code Official for extension or reduction of the time periods set forth herein under the procedures set forth in Section 136.11. In reviewing such application for extension or reduction this article, consideration shall be given to whether or not any claimed hardship is self-imposed, provided, however, that hardship resulting from voluntary service in the United States Armed Forces shall not be deemed to have been self-imposed.

136.03 DEFINITIONS.

As used in this article:

(a) "Certificate of Rental Use and Occupancy" means the certificate issued by the Code Official which permits the use of a building for the rental unit or units set forth in same.

(b) "Code Official" means the officer or other designated authority charged with the administration and enforcement of the Building Code of this City, or his/her duly authorized agent.

(c) "Dwelling Unit" means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

(d) "Owner" means the owner or owners of a Rental Dwelling Unit.

(e) "Owner Occupied" means occupied by one or more of the individuals with whom title is vested by deed, will or intestate succession and shall also include one who is vested with the beneficial interest and possessory rights to the property by virtue of a trust instrument.

(f) "Lease" shall refer to an agreement, oral or written, wherein one grants to another use and possession of a rental unit for a period of more than seven days in exchange for some form of consideration, whether money, goods, services, or otherwise, and the verb form of "lease" shall mean the same as "rent" and "to rent" shall mean "to lease".

(g) "Property Manager" and the word "Manager" shall mean any natural person designated as an agent by the owner(s) for the purpose of managing a Rental Dwelling Unit.

(h) "Rental Dwelling Unit" and "Rental Unit" means any dwelling unit which is offered in whole or part for residential purposes and for which remuneration is received, but shall not be construed so as to include owner occupied dwellings wherein roomers or boarders are maintained in common living areas in accordance with other applicable codes and ordinances, nor shall it include hotels and motels, nor single family dwellings that have been occupied by their owners for at least two (2) years immediately prior to rental and for which neither the lease term nor the actual period of rental occupancy shall exceed two (2) years.

(i) "State Building Code" shall mean the State Building Code as defined by Part Seventeen of the Codified Ordinances of Charles Town and shall include the National Electrical Code.

(j) "Tenant" means an individual occupant of a Rental Dwelling Unit who has entered a lease agreement for occupancy of said unit for a period of more than seven (7) days or who has occupied such Unit for a period of more than seven (7) days in exchange for the giving of something of value to the owner.

136.04 PROHIBITED ACTIVITY.

No owner or property manager shall lease or offer for rent any Rental Dwelling Unit for use in whole or in part for human habitation without a valid Certificate of Rental Use and Occupancy. It shall be unlawful for any owner, property manager or tenant to violate any of the provisions of this article.

136.05 APPLICATION FOR CERTIFICATE OF RENTAL USE AND OCCUPANCY.

Applications for a Certificate of Rental Use and Occupancy shall be made in writing, on forms provided by the Code Official containing the following information in addition to such supplemental information as may be reasonably required by the Code Official:

(a) For the building or complex in which Rental Units are located:

(1) The address(es) of the dwelling units;
(2) B&O account ID;
(3) The number of units in the building;
(4) The names, addresses and telephone numbers of all owners, and any property manager; and
(5) Any other uses existing or intended within the building;
(6) In the case of an out of state non-resident owner, the name and residence address of the natural person who is a resident of the State of West Virginia and who the owner designates as an agent to receive notice and legal service of process on his or her behalf.

(b) For each Rental Unit:

(1) The floor on which the unit is located;
(2) The total habitable square feet;
(3) The number of off-street or on location parking spaces available; and
(4) The rental unit identification number (i.e., house #, apartment #).

136.06 CERTIFICATE OF RENTAL USE AND OCCUPANCY; DISPLAY; TRANSFER; EXPIRATION.

(a) Unless the rental unit is found, upon inspection, not to conform to the requirements of this article, the Code Official shall issue a Certificate of Rental Use and Occupancy within forty-five (45) days of receipt of a completed application. The Certificate, and all renewals thereof, shall be issued for a period of one (1) year.

(b) The Certificate of Rental Use and Occupancy shall be transferable to subsequent owners of the respective dwelling unit(s), provided, however, that such subsequent owner shall first register and provide the information as herein required under Section 136.05 and shall pay a transfer fee of thirty dollars ($30.00).

(c) An example of the Certificate of Rental Use and Occupancy shall be available for inspection at City Hall during regular business hours.

(d) The Owner/Agent shall post a copy of the Certificate of Rental Use and Occupancy in a conspicuous location in the interior of the premises or near the interior electrical fuse or circuit box of each dwelling unit.

136.07 FEES AND CONDITIONS.

(a) Each Owner shall be charged an inspection fee of one hundred dollars ($100.00) per Rental Unit for each inspection made in the usual course of the implementation of this article. There shall be no additional inspection fee when a re-inspection fee is required for compliance and compliance is

accomplished. However, in the event that two (2) or more re-inspections are required in order to achieve compliance with this article, an additional re-inspection fee of twenty dollars ($20.00) shall be assessed for the second re-inspection and for each subsequent re-inspection. These fees are exclusive of and in addition to any associated building permit fees, as necessary.

(b) Owners missing scheduled inspections without prior notice and good cause, shall be assessed twenty dollars ($20.00) in addition to the inspection fee.

(c) In the event that the Code Official is required to attend Court or Deposition as a witness pertaining to the administration of this Article, the party requiring his/her appearance will be assessed an appearance fee equal to ($100) per hour or portion thereof for which the Code Official is required to attend Court or Deposition. Where less than twenty-four (24) hours advance notice is given of such required appearance, the fee shall be ($125) per hour or portion thereof.

(d) An Owner or Manager may request an inspection of his/her Rental Unit(s) at any time for the purpose of establishing compliance with this article and the State Building Code, either incident to a dispute with a tenant or other cause, provided, however, that a fee of one hundred ($100) per hour shall be assessed to such owner/manager per man-hour with a one-hour minimum charge for such inspection.

(e) Duplicate Certificate of Rental Use and Occupancy shall be provided to any owner/manager for a fee of one dollar

(f) A tenant may request an inspection for specific conditions by filing a request for same on a form provided by the Code Official at no cost.

136.08 ANNUAL RENEWAL APPLICATION.

(a) For the purpose of this article, the registration/inspection year shall be defined as one year from date of issuance of Certificate of Rental U&O. The $100.00 annual registration fee shall be designated as the application and inspection fee for the registered unit.

(b) Annual inspections shall be scheduled by the Code Official during the year with at least fourteen (14) days' advance notice to the property owner or designated agent. Property owners not registered at the time of the scheduled inspection will be in violation of this article. Where deemed appropriate by the Code Official, follow-up inspections may be made at any reasonable time.

136.09 ACCESS TO RENTAL UNITS.

The Owner/Manager shall provide the Code Official access to all areas of any building containing rental dwelling units at all reasonable times and shall make himself/herself available to accompany the Code Official during inspection. In the absence of the Owner/Manager, the Code Official shall have the right to inspect the interior of rental properties, including individual dwelling units, in order to carry out the provisions of this article under the following circumstances.

(a) After providing due notice to the occupants of unit or upon scheduling an inspection with one or more of the tenants in possession of a unit;

(b) Upon probable cause that a Code violation exists and the issuance of an administrative search warrant by a City Judge.

136.10 NOTICE OF VIOLATION.

(a) When in the course of the inspection violations are discovered on the premises that do not affect the habitability or safety of a rental dwelling unit, such violations shall be cited in accordance with the administrative provisions of the applicable code or ordinance. Such violations shall not be construed as grounds to withhold or revoke the Certificate of Rental Use and Occupancy.

(b) Where conditions exist which affect the habitability of the dwelling, but do not pose an imminent hazard to the occupants, a Certificate of Rental Use and Occupancy may be issued along with a notice of violation. The notice of violation shall be in writing, must be served to the Owner or Agent containing a description of the property sufficient for identification and shall include:

(1) A statement of the deficient conditions for which the notice of violation it was issued;

(2) A reasonable time in which the violations are required to be eradicated; and

(3) A statement of the Owner's right of appeal.

The Owner shall, within the time period specified in the notice of violation, correct all deficiencies cited in violation of the State Building Code and City codes. The Certificate of Rental Use and Occupancy may be revoked if the dwelling unit is not in compliance within the time specified in the notice of violation. However, the Code Official may, upon written request, extend the period for compliance where the work

has been delayed despite good-faith efforts to comply and where such extension presents no immediate threat to the health and safety of the occupants of the dwelling unit or other units or properties.

(c) Nothing in this article shall be construed to prevent the Code Official from ordering the immediate vacation of any dwelling or dwelling unit where violations are discovered which pose an immediate threat to the health or safety of the occupants.

136.11 RIGHT OF APPEAL.

Any property Owner shall have the right to appeal to the Building Code Board of Appeals from a decision of the Code Official where it is alleged that the Code Official has made erroneous factual findings or has misinterpreted the application of this article to such facts, provided, however, that and challenge to the Code Official's findings in regard to the State Building Code will be governed by the limited scope of appeal as set forth therein. Such appeal shall be in writing on forms provided stating the reasons therefore and shall be submitted to the Code Official within thirty (30) days of receipt of notice the action taken from which the appeal is taken and shall be accompanied with the appropriate appeal fee as established by the City Council for the taking of appeals to said Board. Upon receipt of the written appeal along with the appeal fee, the Code Official shall cause the appeal to be scheduled for hearing before the Building Code Board of Appeals. Except where conditions warrant immediate vacating of the dwelling, such appeal shall stay all action on the part of the Code Official in furtherance of the notice of violation from which the appeal was taken. Any appeal from a decision of the Building Code Board of Appeals shall be by writ of certiorari to the Circuit Court of Jefferson County and shall not automatically stay the enforcement of such decision.
(Passed 9-19-16.)

136.12 APPLICABILITY OF OTHER LAWS.

The provisions of this article shall not be construed so as to abrogate any common law or statutory rights and responsibilities of landlords and tenants. Neither the requirements of this article nor the requirements of any other ordinance of the City of Charles Town nor the requirements of State or federal law may be waived by any party to any lease.

136.13 PENALTY.

Any person violating any provision of this Article is guilty of a misdemeanor. Each day for which a violation of any provision of this article exists shall constitute a separate offense subject to a fine for each first offense of $100.00, for each second offense, $200.00 and for each third and subsequent repeat offense $500.00. Any penalty imposed for a violation of this Article shall constitute a lien against all real estate owned by the person(s) fined in favor of the City of Charles Town, together with a lien for all costs and attorney fees incurred in the enforcement of such lien. The imposition of penalties prescribed herein shall not relieve the violator from responsibility for full compliance with all other applicable codes and ordinances, including any and all separate fines and penalties imposed thereunder. By virtue of the designation of an Agent under the provisions of this Article, the Owner or Owners and each of them will be jointly and severally accountable and liable for all actions and inactions of such Agent.

136.14 CIVIL REMEDIES.

In addition to the penalties imposed by Section 136.13, above, the Code Official may bring, before any court of competent jurisdiction, an action seeking injunctive relief against any person in violation of any provision of this article. In any order granting such injunctive relief, the City of Charles Town shall be entitled to recovery of its attorney fees and expenses reasonably incurred in such action. By virtue of the designation of an Agent under the provisions of this Article, the Owner or Owners and each of them will be jointly and severally accountable and liable for all actions and inactions of such Agent.

136.15 PUBLIC INFORMATION.

The official written results of inspections undertaken by virtue of this article shall be deemed public information.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/16/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-660: First Reading and Consideration of Amendments to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 17 Building and Housing Code, Chapter 3 Local Provisions, Article 1742 Certificate of Continuing Occupancy

Proposed Motion: Approve the First Reading and Consideration of Amendments to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 17 Building and Housing Code, Chapter 3 Local Provisions, Article 1742 Certificate of Continuing Occupancy

ATTACHMENTS:

- Article 1742 Zoning Inspection Clean.pdf

Article 1742 Certificate of Continuing Occupancy

1742.01 Purpose.
1742.02 Definitions.
1742.03 Requirement.
1742.04 Application.
1742.05 Inspections and issuance.
1742.06 Denial and appeal.
1742.07 Effect of Article.
1742.08 Violations and penalties.
1742.09 Civil remedies.

1742.01 Purpose.

Periodic inspections of buildings used for commercial and industrial purposes are necessary to protect the public's health, safety, and welfare and provide an opportunity to better assist owners in ensuring the safety of occupants and the public.

1742.02 Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

Code Official means the officer or other designated authority charged with the administration and enforcement of the Building Code of this City, or his/her duly authorized agent.

Commercial and industrial purposes means all permissible uses of property other than residential or governmental.

1742.03 Requirement.

Property Owners are required to obtain a Certificate of Continued Occupancy for either a change in tenant or property owner to ensure that the property remains in compliance with the City's adopted building and property maintenance code.

1742.04 Application.

Application for a Zoning Permit as provided in Article 1321.09 of the Charles Town Codified Ordinances shall also be considered application for a Certificate of Continued Occupancy for each instance in which a CCO is required as set forth in § above.

1742.05 Inspections and issuance.

A. No CCO shall be issued hereunder until an inspection is made by the Code Official, or portion thereof requiring a CCO hereunder, to determine whether the building and the proposed use comply with the applicable provisions of the City's Zoning

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Ordinance, the adopted Building Code, and any other laws pertaining to the use, occupancy, or maintenance of said premises.

B. The Code Official shall cause such inspection to be made within ten days of written application and shall issue a Certificate of Continuing Occupancy only after he or she shall have determined that the premises or proposed use complies with all applicable provisions of the aforesaid laws.

C. The CCO inspection shall be conducted in conjunction with any Zoning Inspection required under Article 1321.09.

D. If the Code Official shall determine that the premises or the proposed use are not in compliance with the aforesaid laws, he or she shall deliver written notice to the applicant, advising of the respects in which the premises or proposed use does not comply with such laws.

E. The Code Official may issue a temporary Certificate of Continuing Occupancy, notwithstanding a failure to comply with the aforesaid laws, permitting use or occupancy of the premises while corrective action is being taken and upon such further conditions as he or she deems reasonable, provided that no such temporary certificate shall be issued unless the Code Official determines that the same will not pose an imminent or substantial danger to the public health, safety or welfare. In no event shall such temporary certificate be valid for a period of more than 90 days unless good cause is shown to the Code Official or his or her designee.

F. A Notice of Violation may be issued in conjunction with a failed CCO or a temporary CCO.

1742.06 Denial and appeal.

Whenever the Code Official shall deny the issuance of a Certificate of Continuing Occupancy by reason of a determination that the premises or proposed use therefor does not comply with the applicable provisions of any law respecting the use, occupancy, or maintenance of said premises, the applicant may appeal the Code Official's decision in accordance with any appeal procedures provided by law which apply to the alleged violation.

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1742.07 Effect of Article

This chapter is intended to supplement existing ordinances and other laws pertaining to the use, occupancy, and maintenance of premises within the City of Charles Town and shall not be construed to excuse any person from complying with such other laws.

1742.08 Violations and penalties.

Any person convicted of violating any provisions of this ordinance shall be subject to one or more of the following: a fine not exceeding $500.00

1742.09 Civil remedies.

In addition to any penalties which may be imposed herein, the provisions of this chapter may be enforced in an appropriate civil proceeding through injunctive relief or such other relief as the court deems proper.

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/16/25
Department: City Council
Category: Referral
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-653: Handicap Parking Request for N. Samuel Street - Refer to Infrastructure Committee

A resident is requesting a handicap spot on N. Samuel Street due to the construction on Liberty Street.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/16/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-656: Relocation of Handicapped Space on the 100 Block of Washington Street - Refer to Infrastructure Committee

A request has been made to move the handicapped sign/space to have more room for delivery parking.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/16/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-655: Payment of Bills - June 16, 2025

Proposed Motion: Approve the bills for payment.

ATTACHMENTS:

- GEN FUND COUNCIL REPORT 2025-06-16.pdf
- PARKS N REC COUNCIL REPORT 2025-06-16.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AMY MITCHELL	6/12/25	SIP MATCH 112 S LAWRENCE	GENERAL FUND	CONT/TRNSFR 2 OTHR FUN	4,800.00
				TOTAL:	4,800.00
BAKEHAVEN COTTAGE LLC	6/10/25	OVERPMNT B&O	GENERAL FUND	TREASURER'S OFFICE	2.41
				TOTAL:	2.41
BOLAND TRANE SERVICES INC	6/04/25	JUNE 25 PD HVAC SERV	GENERAL FUND	POLICE DEPARTMENT	457.00
				TOTAL:	457.00
CARLY SMITH	6/12/25	OVERPMNT BL ACT 1924	GENERAL FUND	TREASURER'S OFFICE	14.88
				TOTAL:	14.88
CITY OF CHARLES TOWN BOARD OF PARKS AN	6/04/25	MAY25 HOTEL/MTL COLL	GENERAL FUND	TRANSFERS	6,541.29
				TOTAL:	6,541.29
ENGINE LIGHT MUSIC LLC	6/10/25	WV FEST BAND	GENERAL FUND	FAIR ASSOC/FESTIVAL	2,500.00
				TOTAL:	2,500.00
FIRST-CITIZENS BANK & TRUST CO	6/10/25	3RD FLR COPIER 5/31	GENERAL FUND	CITY HALL	117.70
				TOTAL:	117.70
FRANCISCO PAONESSA AMORE	6/10/25	WV FEST ATHLETE	GENERAL FUND	FAIR ASSOC/FESTIVAL	100.00
				TOTAL:	100.00
FRONTIER, INC.	6/04/25	JUNE25 RH ELVTR PHONE SER	GENERAL FUND	CITY HALL	63.64
	6/10/25	JUNE 25 CWH ALARM #1	GENERAL FUND	CITY HALL	71.03
	6/10/25	JUNE25 RH FIRE ALARM	GENERAL FUND	CITY HALL	195.99
				TOTAL:	330.66
GRANT HUSSEY	6/10/25	WV FEST ATHLETE	GENERAL FUND	FAIR ASSOC/FESTIVAL	1,000.00
				TOTAL:	1,000.00
HIRE LEVEL HCM INC	6/10/25	6/6/25 CH PAYROLL INVOICE	GENERAL FUND	CITY HALL	273.29
				TOTAL:	273.29
JACOB BARRICK	6/10/25	WV FEST ATHLETE	GENERAL FUND	FAIR ASSOC/FESTIVAL	1,500.00
				TOTAL:	1,500.00
JEFFERSON COUNTY EMERGENCY COMMUNICATI	6/12/25	03/25 CAD/MOBILE & CRDLEP	GENERAL FUND	POLICE DEPARTMENT	518.94
				TOTAL:	518.94
JEFFERSON COUNTY CONVENTION & VISITOR'	6/04/25	MAY25 HOTEL/MTL COLL	GENERAL FUND	VISITORS CENTER	6,541.30
				TOTAL:	6,541.30
JEREMIAH RICKARD	6/10/25	WV FEST MC	GENERAL FUND	FAIR ASSOC/FESTIVAL	300.00
				TOTAL:	300.00
JIMMORI ROBINSON	6/10/25	WV FEST ATHLETE	GENERAL FUND	FAIR ASSOC/FESTIVAL	1,500.00
				TOTAL:	1,500.00
JOHN R MILLER	6/10/25	WV FEST BAND FOOD	GENERAL FUND	FAIR ASSOC/FESTIVAL	100.00
				TOTAL:	100.00
KONICA MINOLTA BUSINESS SOLUTIONS INC	6/10/25	JUNE25 CH&PD WEBEX SERV	GENERAL FUND	CITY HALL	387.14
	6/10/25	JUNE25 CH&PD WEBEX SERV	GENERAL FUND	POLICE DEPARTMENT	531.93
				TOTAL:	919.07

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
KWYNSIE JAMES PITTSNOGLE	6/10/25	WV FEST ATHLETE	GENERAL FUND	FAIR ASSOC/FESTIVAL	300.00
				TOTAL:	300.00
LINDA WHITTINGTON	6/10/25	POLL WORKER ELCTN 5/19/25	GENERAL FUND	ELECTIONS	40.00
				TOTAL:	40.00
MATTHEW KLINE	6/10/25	WV FEST MUSICIAN	GENERAL FUND	FAIR ASSOC/FESTIVAL	800.00
				TOTAL:	800.00
MOTOROLA SOLUTIONS, INC.	6/12/25	BODY/CAR CAMERA LICENSE	GENERAL FUND	POLICE DEPARTMENT	2,809.68
				TOTAL:	2,809.68
PEIA	6/04/25	JUNE25 RHBT CONT.	GENERAL FUND	NON-DEPARTMENTAL	147.90
	6/04/25	JUNE 25 PEIA INS. CONT	GENERAL FUND	NON-DEPARTMENTAL	4,831.58
	6/04/25	JUNE25 RHBT CONT.	GENERAL FUND	ECONOMIC DEVELOPMENT	28.90
	6/04/25	JUNE 25 PEIA INS. CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	580.83
	6/04/25	JUNE 25 PEIA INS. CONT	GENERAL FUND	CITY MANAGER'S OFFICE	3.96
	6/04/25	JUNE25 RHBT CONT.	GENERAL FUND	TREASURER'S OFFICE	57.80
	6/04/25	JUNE 25 PEIA INS. CONT	GENERAL FUND	TREASURER'S OFFICE	1,165.62
	6/04/25	JUNE25 RHBT CONT.	GENERAL FUND	CITY CLERK'S OFFICE	28.90
	6/04/25	JUNE 25 PEIA INS. CONT	GENERAL FUND	CITY CLERK'S OFFICE	1,271.88
	6/04/25	JUNE 25 PEIA INS. CONT	GENERAL FUND	CITY ATTORNEY	1.98
	6/04/25	JUNE25 RHBT CONT.	GENERAL FUND	ENFORCEMENT AGENCY	28.90
	6/04/25	JUNE 25 PEIA INS. CONT	GENERAL FUND	ENFORCEMENT AGENCY	580.83
	6/04/25	JUNE 25 PEIA INS. CONT	GENERAL FUND	BUILDING INSPECTION	1.98
	6/04/25	JUNE25 RHBT CONT.	GENERAL FUND	PLANNING & ZONING	57.80
	6/04/25	JUNE 25 PEIA INS. CONT	GENERAL FUND	PLANNING & ZONING	1,854.69
	6/04/25	JUNE25 RHBT CONT.	GENERAL FUND	CITY HALL	28.90
	6/04/25	JUNE 25 PEIA INS. CONT	GENERAL FUND	CITY HALL	1,271.88
	6/04/25	JUNE 25 PEIA INS. CONT	GENERAL FUND	PARKING	1.98
	6/04/25	JUNE25 RHBT CONT.	GENERAL FUND	POLICE DEPARTMENT	549.10
	6/04/25	JUNE 25 PEIA INS. CONT	GENERAL FUND	POLICE DEPARTMENT	16,826.53
	6/04/25	JUNE25 RHBT CONT.	GENERAL FUND	STREETS & HIGHWAYS	57.80
	6/04/25	JUNE 25 PEIA INS. CONT	GENERAL FUND	STREETS & HIGHWAYS	1,813.32
	6/04/25	JUNE25 RHBT CONT.	POLICE PENSION	POLICE PENSION	115.70
				TOTAL:	31,308.76
PITNEY BOWES BANK INC PURCHASE POWER	6/10/25	POSTAGE REFILL	GENERAL FUND	CITY HALL	1,657.75
				TOTAL:	1,657.75
POTOMAC EDISON COMPANY, INC.	6/04/25	MAY 25 PD& CTUB ELEC SERV	GENERAL FUND	NON-DEPARTMENTAL	1,157.04
	6/04/25	MAY 25 PD& CTUB ELEC SERV	GENERAL FUND	POLICE DEPARTMENT	2,314.07
	6/04/25	MAY 25 PD& CTUB ELEC SERV	GENERAL FUND	POLICE DEPARTMENT	0.50
	6/04/25	MAY25 CRSSWNDS ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	176.90
	6/04/25	MAY25 CRSSWNDS ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	0.50
				TOTAL:	3,649.01
SOUTH CENTRAL PLANNING & DEVELOPMENT C	6/04/25	MAY25 PERMIT SOFTWARE	GENERAL FUND	PLANNING & ZONING	730.00
				TOTAL:	730.00
STAGECOACH PRODUCTION SOUND & LIGHTIN	6/10/25	WV FEST SOUND ENGINEERS	GENERAL FUND	FAIR ASSOC/FESTIVAL	4,000.00
				TOTAL:	4,000.00
SUSTAINABLE STRATEGIES DC	6/04/25	MAY 25 GRANT RETAINER	GENERAL FUND	CITY HALL	5,000.00
				TOTAL:	5,000.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
T-MOBILE	6/04/25	MAY25 CH&PD CELL SERV	GENERAL FUND	ECONOMIC DEVELOPMENT	31.99
	6/04/25	MAY25 CH&PD CELL SERV	GENERAL FUND	CITY MANAGER'S OFFICE	42.09
	6/04/25	MAY25 CH&PD CELL SERV	GENERAL FUND	CITY ATTORNEY	17.85
	6/04/25	MAY25 CH&PD CELL SERV	GENERAL FUND	ENFORCEMENT AGENCY	17.85
	6/04/25	MAY25 CH&PD CELL SERV	GENERAL FUND	PLANNING & ZONING	61.45
	6/04/25	MAY25 CH&PD CELL SERV	GENERAL FUND	CITY HALL	31.99
	6/04/25	MAY25 CH&PD CELL SERV	GENERAL FUND	POLICE DEPARTMENT	140.10
	6/04/25	MAY25 CH&PD CELL SERV	GENERAL FUND	STREETS & HIGHWAYS	58.85
				TOTAL:	402.17
LYLE C TABB & SONS, INC.	6/10/25	MAY25 BOX RENTAL	GENERAL FUND	STREETS & HIGHWAYS	450.00
				TOTAL:	450.00
TEK ADVISORS	6/10/25	OVERPMT BL FY 25	GENERAL FUND	TREASURER'S OFFICE	515.00
	6/04/25	MAY 25 CH&PD TECH SERV	GENERAL FUND	CITY HALL	9,222.12
				TOTAL:	9,737.12
THE MARTINSBURG INITIATIVE	6/04/25	ANNUAL CONT SOCL WRK SLRY	GENERAL FUND	POLICE DEPARTMENT	75,000.00
				TOTAL:	75,000.00
UNITED WAY OF THE EASTERN PANHANDLE, I	6/04/25	MAY25 TEEN COURT FEE	GENERAL FUND	NON-DEPARTMENTAL	545.00
				TOTAL:	545.00
US BANK	6/03/25	MAY 25 AP PCARD PMNT	GENERAL FUND	NON-DEPARTMENTAL	52,563.00
	6/11/25	MAY25 FLEET PCARD PMNT	GENERAL FUND	NON-DEPARTMENTAL	5,879.53
	6/12/25	MAY 25 CH& PD PCARD PMNT	GENERAL FUND	NON-DEPARTMENTAL	13,547.18
				TOTAL:	71,989.71
WIRELESS NETWORKS GROUP INC	6/04/25	SHENTEL PRJCTS REVIEW	GENERAL FUND	PLANNING & ZONING	250.00
				TOTAL:	250.00
WV STATE TREASURER'S OFFICE	6/04/25	MAY25 MUNICIPAL CRT FEE	GENERAL FUND	NON-DEPARTMENTAL	5,715.84
				TOTAL:	5,715.84

FUND TOTALS	
001 GENERAL FUND	241,785.88
700 POLICE PENSION	115.70
GRAND TOTAL:	241,901.58

TOTAL PAGES: 3

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: AP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 6/03/2025 THRU 6/13/2025

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Item Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
CBP ENTERPRISES	6/13/25	MAY25 EVTT RUN MOWING SER	PARKS & REC	PARKS & REC		1,200.00
	6/13/25	HR MOWING SERV	PARKS & REC	PARKS & REC		1,150.00
	6/13/25	MAY25 CRG HLL MOWING SERV	PARKS & REC	PARKS & REC		1,175.00
	6/13/25	MAY25 JMP MOWING SERV	PARKS & REC	PARKS & REC		1,975.00
	6/13/25	MAY25 WLLGHM KNLLS MOWING	PARKS & REC	PARKS & REC		1,475.00
					TOTAL:	6,975.00
CHET HINES	6/13/25	HR MOWER FUEL 6/3	PARKS & REC	PARKS & REC		9.20
	6/13/25	HR MOWER FUEL 6/10	PARKS & REC	PARKS & REC		8.00
					TOTAL:	17.20

========== FUND TOTALS ==========

207	PARKS & REC	6,992.20
	GRAND TOTAL:	6,992.20

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 03-CT BOARD OF P&R
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PARK1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 6/13/2025 THRU 6/13/2025

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/16/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-654: Mayor and City Council's Oath of Office

ATTACHMENTS:

- Mayor Micheal George Oath - March 30, 2025.pdf
- Andie Sugrue Oath - June 2, 2025.pdf
- Nate Hartman Oath - June 2, 2025.pdf
- Jeff Hynes Oath - June 2, 2025.pdf
- Elizabeth Ricketts Oath - June 2, 2025.pdf

CITY OF CHARLES TOWN, WEST VIRGINIA
MAYOR OATH OF OFFICE

I, **Micheal George,** do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and the laws of the City of Charles Town.

I, **Micheal George,** do solemnly swear that I will faithfully discharge and perform the duties of Charles Town Mayor to the best of my skill, ability, and judgment according to law.

Micheal George

The above oath was taken and subscribed before the City Clerk on this 30th day of May 2025.

John Nissel
City Clerk

CITY OF CHARLES TOWN, WEST VIRGINIA
CITY COUNCIL MEMBER OATH OF OFFICE

I, **ANDIE SUGRUE,** do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of West Virginia.

I, **ANDIE SUGRUE,** do solemnly swear that I will faithfully discharge and perform the duties of the position of City Council Member to the best of my skill, judgment, and according to law.

Andie Sugrue
City Council Member

The above oath was taken and subscribed before Micheal George, Mayor of the City of Charles Town, on this 2nd day of June 2025.

Micheal George
Mayor

CITY OF CHARLES TOWN, WEST VIRGINIA
CITY COUNCIL MEMBER OATH OF OFFICE

I, **NATE HARTMAN,** do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of West Virginia.

I, **NATE HARTMAN,** do solemnly swear that I will faithfully discharge and perform the duties of the position of City Council Member to the best of my skill, judgment, and according to law.

Nate Hartman
City Council Member

The above oath was taken and subscribed before Micheal George, Mayor of the City of Charles Town, on this 2nd day of June 2025.

Micheal George
Mayor

CITY OF CHARLES TOWN, WEST VIRGINIA
CITY COUNCIL MEMBER OATH OF OFFICE

I, **JEFF HYNES,** do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of West Virginia.

I, **JEFF HYNES,** do solemnly swear that I will faithfully discharge and perform the duties of the position of City Council Member to the best of my skill, judgment, and according to law.

Jeff Hynes
City Council Member

The above oath was taken and subscribed before Micheal George, Mayor of the City of Charles Town, on this 2nd day of June 2025.

Micheal George
Mayor

CITY OF CHARLES TOWN, WEST VIRGINIA
CITY COUNCIL MEMBER OATH OF OFFICE

I, **ELIZABETH RICKETTS,** do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of West Virginia.

I, **ELIZABETH RICKETTS,** do solemnly swear that I will faithfully discharge and perform the duties of the position of City Council Member to the best of my skill, judgment, and according to law.

E. Ricketts
_____
Elizabeth Ricketts
City Council Member

The above oath was taken and subscribed before Micheal George, Mayor of the City of Charles Town, on this 2nd day of June 2025.

_____
Micheal George
Mayor